



MOBILE PHONES & OTHER PERSONAL MOBILE DEVICES ~ STUDENT USE

PURPOSE

To explain to our school community the Department’s and Templestowe Valley PS’s policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Templestowe Valley PS and,
2. Students’ personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

NB. For the purpose of this policy, “**mobile phone**” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches, dongle.

POLICY & IMPLEMENTATION GUIDELINES

Templestowe Valley PS understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Templestowe Valley PS:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school’s office.

Personal Mobile Phone Use

In accordance with the Department’s [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Templestowe Valley PS during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Draft Date:	11/07/2020	Ratified by School Council:	NA	YES	NO	
Review Cycle:	Annually	Staff Consultation/Endorsed:	NA	YES	NO	Date: October 2020
Review Date:	October 2022	Community Consultation:	NA	YES	NO	

POLICY & IMPLEMENTATION GUIDELINES CONT.

Secure Storage

Mobile phones and other personal mobile devices owned by students at TVPS are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.

NB. Please note that Templestowe Valley PS does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Templestowe Valley PS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. If a mobile phone is brought to school by a student at Templestowe Valley PS, students are required on to:

1. Turn off their mobile phone.
2. Hand their mobile phone to their class teacher who will then place it in secure storage for the day.
3. Retrieve their phone from their class teacher at the end of the school day.

Enforcement

Students who use their personal mobile phones inappropriately at Templestowe Valley PS may be issued with consequences consistent with our school's existing student policies. *I.e.* [Student Wellbeing and Engagement Policy](#), [Code of Conduct](#), [Student Acceptable Use Agreement](#) and [Digital Learning Policy](#).

At Templestowe Valley PS inappropriate use of mobile phones and other personal mobile devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments
- using a person's screen name or password to pretend to be them
- mobile phones/devices may **NOT** be used as a mobile Wi-Fi/hotspot at school under any circumstances

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or Assistant Principal, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) and relevant to Templestowe Valley PS are:

- ***Health and wellbeing-related exceptions***
- ***Exceptions related to managing risk when students are offsite***

Where an exception is granted, the student can only use the mobile phone and other personal mobile devices for the purpose for which it was granted.

Camps, Excursions and Extracurricular Activities

Templestowe Valley PS will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school

RELATED POLICIES AND RESOURCES

- TVPS Student Wellbeing and Engagement Policy
- TVPS Code of Conduct
- **Appendix B** TVPS Student Acceptable Use Agreement
- TVPS Digital Learning Policy
- [Mobile Phones — Student Use Policy](#)
- **Appendix A** Mobile Phones & Other Personal Mobile Devices Student Use Permission Form

REVIEW PERIOD

This policy was last updated in July 2020, and is scheduled for review in October 2022.

ENDORSED:

<i>Role</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
School Council President:	<i>Eva Wong</i>		
Principal:	<i>Alison Rees</i>		