



# Garfield Primary School

## Mobile phone policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

### PURPOSE

To explain to our school community the Department's and Garfield Primary School'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 Garfield Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

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.

### POLICY

Garfield Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Garfield Primary School:

- 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 Garfield Primary School 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.



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## Mobile phone policy

### Secure storage

Mobile phones owned by students at Garfield Primary School are considered valuable items and are brought to school at the 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. Please note that Garfield Primary School 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, Garfield Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Garfield Primary school, students are required to hand their phones to the school administration office upon arrival in the morning, to be placed in a lockable cupboard.

### Enforcement

Students who use their personal mobile phones inappropriately at Garfield Primary School may be issued with consequences consistent with our existing student engagement policies including our Student Engagement and Wellbeing policy and our Bullying prevention policy.

At Garfield Primary School, inappropriate use of mobile phones 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

### Exceptions

Exceptions to the policy may be applied during school hours if certain conditions are met. Specifically, a health and wellbeing-related exception can be granted by the Principal, in accordance with the Department's [Mobile Phones – Student Use Policy](#). A student health support plan would be required for such an exemption to be granted.

Where such an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

### Camps, excursions and extracurricular activities

Garfield Primary School 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 Care (OSHC)
- Out-of-school-hours events such as school concerts
- Travelling to and from school



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### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

### RELATED POLICIES AND RESOURCES

This Mobile Phone Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Student Engagement and Wellbeing Policy
- Bullying Prevention Policy

The following Department of Education and Training policies and guidance are relevant to this policy:

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	Danny Forster Principal
Next scheduled review date	August 2025