



# Our Lady of the Way Catholic Primary School Mobile Phone & Personal Devices Policy

## **PURPOSE:**

To outline Our Lady of the Way Primary School's policy requirements and expectations relating to students using mobile phones, smartwatches and other personal mobile devices during school hours.

## **GUIDELINES:**

This policy applies to:

1. All students at Our Lady of the Way Primary School and
2. Students' personal mobile phones, smartwatches and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

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

## **IMPLEMENTATION:**

Our Lady of the Way Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Our Lady of the Way Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their bag during school hours
- Students are encouraged to leave Smartwatches at home and wear these outside school hours
- Mobile phones or other smart devices are considered valuable items and are brought to school at the owner's (student's or parent/guardian'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 Our Lady of the Way Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/guardians are encouraged to obtain appropriate insurance for valuable items.
- 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 consistent with the Acceptable Use Agreement for ICT resources at Our Lady of the Way Primary School.
- Students who use their personal mobile phones inappropriately may be issued with consequences consistent with our school's existing student engagement policies and Acceptable Use Agreement for ICT resources at Our Lady of the Way Primary School.

- Our Lady of the Way Primary School will provide students and their parents/guardians with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile devices.
- Families will be provided with the Principal’s mobile phone number which is to be used to contact their child/ren in the event of an emergency for all camps, excursions, special activities and events.
- Parents or guardians should contact their child by calling the school’s office on 9802 9938. Under no circumstances are parents to contact their child/ren by telephoning them directly, via FaceTime or email during school hours as this interrupts learning.

### Exceptions

All exemptions are submitted to the principal for approval. The principal will consider documentation and communicate decision as soon as possible.

#### 1. Learning-related exceptions

Specific exception	Application process
For specific learning activities where the use of a mobile phone can be demonstrated as the most appropriate learning tool to be used.	Teachers will make application for these exemptions.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	The individual student’s Student Support Group will make this application on their behalf. Documentation required: Individual Learning Plan that clearly demonstrates that a mobile phone is the only appropriate ICT option.
Students with a health condition	Parents can make an application through the Student Wellbeing Coordinator (Assistant Principal). Documentation required: Student Health Support Plan with associated medical practitioner’s report.

#### **RELATED LEGISLATION:**

DET Mobile phone legislation:

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

#### **RELATED POLICIES:**

- [Child safety policy](#)
- [Cyber safety Digital Learning and Technology Policy](#)
- [Mobile Phones – Department Policy](#)
- [Personal Goods – Department Policy](#)

**POLICY EVALUATION:**

Evaluation will be conducted by the Leadership Team as required.

**DUE DATE FOR REVIEW:**

Due for review in 2021.