



HARVEST HOME
PRIMARY SCHOOL

Mobile Phone – Student Use

Policy



Mobile Phone – Student Use Policy



Help for Non-English speakers

If you need help to understand the information in this policy please contact Harvest Home Primary School on 8468 9000 or email: harvest.home@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Harvest Home Primary School's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices such as smartwatches] during school hours.

SCOPE

This policy applies to:

1. All students at Harvest Home Primary School and,
2. Students' personal mobile phones

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. "Mobile phone" also refers to any device that may connect to or have a similar functionality to a mobile phone such as a tablet.

POLICY

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

At Harvest Home Primary School

- Students who choose to bring mobile phones to school must have them switched off and securely stored with their teacher 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 Harvest Home 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.

Secure Storage

Mobile devices owned by students at Harvest Home Primary School 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. Please note that Harvest Home 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, Harvest Home Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Harvest Home Primary School students are required to store their phones in a secure storage (i.e. locked filing cabinet or cupboard) that are in each of the learning communities. These will be handed in as part of the morning process and teachers will facilitate collection at the end of the day.

Enforcement

Students who use their personal mobile phones inappropriately at Harvest Home Primary School may be issued with consequences consistent with our school's existing student engagement policy and digital learning acceptable use of technology policy. This also includes the policy related to *Student Wellbeing and Engagement, Code of Conduct* and *Bullying* policies.]

- First offence (warning): phone to be placed in Learning Community 'secure storage' and returned to student at the end of the day. A Community teacher will then chronicle this on Compass.
- Second offence: phone to be placed in Learning Community 'secure storage' and returned to student at the end of the day. The family will be contacted and the Community teacher will then chronicle this on Compass.
- Third and subsequent offences: phone to be placed in the Learning Community 'secure storage' and a family meeting to be arranged with the teacher. Phone will not be returned until the meeting has occurred. The meeting may need to be supported by a member of the Principal class team. Chronicled on Compass as a school-initiated meeting.

At Harvest Home 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
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

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 by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	NA-mobile phones are not be used for learning
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	NA

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	NA -due to primary school setting

Where 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

Harvest Home 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
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices

COMMUNICATION

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

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as annual reference in school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Consultation	School Leadership Team
Approved by	Principal - Andrew Bouzikas
Next scheduled review date	August 2026