



# Newbury Primary School

## Mobile Phones and Smart Watches- Student Use



### Help for non-English speakers

If you need help to understand this policy, please contact the office.

### Purpose

To explain to our school community the Department's and Newbury Primary School's policy requirements and expectations relating to students using mobile phones and smart watches during school hours.

### Scope

This policy applies to:

1. All students at Newbury Primary School and,
2. Students' personal mobile phones and smart watches brought onto school premises during school hours, including recess and lunchtime.

### Definition

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

### Policy

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

At Newbury Primary School:

- Students who choose to bring mobile phones and smart watches 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 and smart watches Policy](#) issued by the Minister for Education, personal mobile phones and smart watches must not be used at Newbury 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 phones and smart watches owned by students at Newbury 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 Newbury 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 Newbury Primary School's Personal Property Policy.

Where students bring a mobile phone to school, Newbury Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Newbury Primary School students are required to inform their teacher of their phone and store their phones in locked cupboards within the classroom.

## Enforcement

Students who use their personal mobile phones and smart watches inappropriately at Newbury Primary School may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and *Bullying Prevention* policies. At Newbury Primary School inappropriate use of mobile phones and smart watches 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 send messages or make 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 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

### *3. Exceptions related to managing risk when students are offsite*

Specific exception	Documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

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**

Newbury 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. Personal mobile phones and smart watches will not be included for any of these events.

### **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- 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
- Included in staff induction
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

### **Further information and resources**

- [Bullying prevention.docx](#)
- [Student wellbeing and engagement.docx](#)
- [Mobile phones and smart watches – Department Policy](#)

### **Review Cycle**

Policy last reviewed	31st January 2023
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Consultation	School Council 15th February 2023 insert when consultation has occurred
Approved by	Principal
Next scheduled review date	February 2026