



# TORQUAY COAST PRIMARY SCHOOL

## Mobile Phones – Student Use

### PURPOSE

This policy outlines the requirements of the Minister for Education relating to students using mobile communication devices during school hours.

### SCOPE

This policy applies to:

- All students at Torquay Coast PS and,
- Students' personal mobile phones, and other personal mobile devices that can be used for communication, 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.' (Device with access to a cellular, telecommunication system)

### POLICY

Torquay Coast Primary School understands that students may bring a personal mobile phones/cellular, telecommunication devices to school, particularly if they are travelling independently to and from school.

At TCPS:

- Students who choose to bring mobile phones/cellular, telecommunication devices 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/ phones/cellular, telecommunication devices use:**

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones/cellular, telecommunication devices must not be used at TCPS 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/cellular, telecommunication devices for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

#### **Secure storage**

Mobile phones/cellular, telecommunication devices owned by students at TCPS 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 TCPS 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.

Where students bring a mobile phones/cellular, telecommunication devices to school, TCPS provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At TCPS students are required to hand their

mobile phones /cellular, telecommunication devices to a nominated staff member who will securely store them in a locked location. They are then to be collected at the end of the day. Smart watches are able to be retained however must be disconnected from the device (Bluetooth)

## Enforcement

Students who fail to comply with this policy and use their personal mobile phones/cellular, telecommunication devices inappropriately at TCPS may be issued with consequences consistent with our school’s existing student engagement and Acceptable Use policies

At Torquay Coast 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

## 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 Policy](#).

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

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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	A localised student record

### 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
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**

TCPS 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 (without connectivity)
- iPads and all other personal devices with cellular capabilities

### **RELATED POLICIES AND RESOURCES**

- [Mobile Phones – Department Policy](#)

### **REVIEW PERIOD**

This policy was last updated 2024 and is scheduled for review 2027