



# MONTMORENCY PRIMARY SCHOOL

## Mobile Phone Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9434 5944 or email [montmorency.ps@education.vic.gov.au](mailto:montmorency.ps@education.vic.gov.au).

### PURPOSE

To explain to our school community the Department's and Montmorency 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 Montmorency 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

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

### POLICY

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

At Montmorency 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 Montmorency 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 owned by students at Montmorency 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 Montmorency 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.

Where students bring a mobile phone to school, Montmorency Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Montmorency Primary School students are required to store their phones in the mobile phone safe in the 5/6 area.

### Enforcement

Students who use their personal mobile phones inappropriately at Montmorency Primary School may be issued with consequences consistent with our school's existing student engagement policies, *Student Wellbeing and Engagement* and *Code of Conduct Policy*.

At Montmorency 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

## 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 staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement Policy*
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Consultation	Internal
Approved by	Principal
Next scheduled review date	March 2025