

### PURPOSE

To explain to our school community the Department's and Hamilton Parklands School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours, including school bus travel.

### SCOPE

This policy applies to:

1. All students at Hamilton Parklands School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including, bus travel, 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

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

At Hamilton Parklands 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Hamilton Parklands School during school hours, including bus travel, 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 Hamilton Parklands School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Hamilton Parklands 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 Hamilton Parklands School's Personal Property Policy.

Where students bring a mobile phone to school, Hamilton Parklands School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Hamilton Parklands School students are required to store their phones at the front office to be placed in a lockable drawer.

## Enforcement

Students who use their personal mobile phones inappropriately at Hamilton Parklands School may be issued with consequences consistent with our school's existing student engagement policies; *Student Wellbeing and Engagement*, *Code of Conduct* and *Bullying* policies. Mobile phones will be confiscated and stored securely. Parents may be contacted to collect the mobile phone or personal mobile device.

At Hamilton Parklands 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:

- 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

[This section of the policy should be amended to reflect the decision that you intend to apply at your school for camps, excursions. Note that the text included below in yellow is a sample only and should be tailored to your school community].

[Hamilton Parklands 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

[Delete the circumstances or programs that are relevant to your school. For example, if your school does not run an Out-of-School-Hours Care program, then you can delete this dot point.]

This policy does not apply to

- Out-of-school-hours events
- Independent travel to and from school
- Students undertaking workplace learning activities, e.g. work experience

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement,*
- *Code of Conduct,*
- *Personal Property,*
- *Bullying etc.]*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## REVIEW PERIOD

This policy was last updated on 18<sup>th</sup> February 2020 and is scheduled for review on February 2023.

Policy Reviewed: February 2020