



RESERVOIR WEST PRIMARY SCHOOL

MOBILE PHONES POLICY 2024

PURPOSE

To explain to our school community the Department's and Reservoir West 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:

- All students at Reservoir West Primary School and,
- 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 or any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Reservoir West Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- At no time are students to have their mobile phones out of their bags when on the school grounds
- When emergencies occur, parents or carers should reach their child by calling the school's office
- A personal mobile device, such as a smart watch, must have notifications disabled during school hours and before and after school.
- Students are to place their phones into their bags upon entry to the school grounds and keep them in there until they are surrendered to the teacher and placed in the locked cabinet
- Students collect their phones at the end of the day with no exceptions for specialist lessons. Students place the phone directly from the cabinet into their bag after school and walk outside the school gate before they take it out to contact parent/s etc.
- These rules apply to SAC where the phones are not permitted outside of the bag

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 Reservoir West Primary School by students on school premises before, during and after school hours, including lunchtime and recess.

Secure storage

Mobile phones and personal mobile devices owned by students at Reservoir West 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 Reservoir West 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 Reservoir West Primary School's Personal Property Policy and/or the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Reservoir West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Reservoir West Primary School students are required to surrender their mobile phones to their classroom teacher, who will then place these devices into secure storage.

At the end of the school day, teachers will then distribute mobile phones back to students. Devices are then able to be used once off school premises.

Enforcement

Students who use their personal mobile phones inappropriately at Reservoir West Primary School may be issued with consequences consistent with our school's existing student engagement policies: Student Wellbeing and Engagement and/or Bullying Prevention policies.

At Reservoir West Primary School inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly, the 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, staff 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

At Reservoir West Primary School there are no exceptions to the policy.

Camps, excursions and extracurricular activities

Reservoir West 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 and other mobile devices.

Exclusions

This policy does not apply to students travelling to and from school

COMMUNICATION

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

- Available publicly on our school's website and the Compass parent portal
- Included in school newsletter
- Discussed at annual staff briefings/meetings

- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

Reservoir West Primary School policies:

- Student Wellbeing and Engagement
- Personal Property
- Bullying Prevention

Department of Education and Training policies

- [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	September 2024
Consultation	School Council SRC Newsletter
Approved by	School Council
Next scheduled review date	September 2026 This policy will be reviewed as part of the four-yearly school review process