



MOBILE DEVICES / PHONES

PURPOSE

To explain to our school community Ultima 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 Ultima Primary and,
2. Student's personal mobile phones and other personal devices that have not been approved by the Principal of Ultima Primary School brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches with or without a physical connection to a network.

POLICY

Ultima Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During school hours, personal mobile devices must be 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 device 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 Ultima 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.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

Secure storage

Mobile phones and other mobile devices owned by students at Ultima 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 Ultima 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 Department's [Claims for Property Damage and Medical Expenses policy.](#)

Where students bring a mobile phone to school, Ultima Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Ultima Primary School students are required to hand them into the school administration office to be placed in the safe.

Enforcement

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

At Ultima 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:

- during class or assemblies or 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 gym
- during exams and assessments.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact the principal.

Insurance

Students are responsible for their personal mobile device. Please note that Ultima Primary does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Ultima Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement.doc](#)
- [Digital Technologies](#)
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

REVIEW PERIOD – 4 YEARS

This policy was last updated on 14-9-2020 and is scheduled for review September 2024