 **DANDENONG NORTH PRIMARY SCHOOL**

 **MOBILE PHONES – STUDENT USE**

**Help for non-English speakers**

If you need assistance to understand the information in this policy, please make contact with the office on 9794 7899.

**Purpose**

To explain to our school community the Department’s and Dandenong North Primary School policy requirements and expectations relating to students using mobile phones [and other personal mobile devices such as smart watches and iPads/ tablets] during school hours.

**Scope**

This policy applies to:

1. All students at Dandenong North Primary School and,
2. Students’ personal mobile phones [and other personal mobile devices such as smart watches and iPads/ tablets] 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**

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

At Dandenong North Primary School:

* Students who choose to bring mobile phones to school must have them switched off and securely stored ( in the office) 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](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones must not be used at Dandenong North 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 Dandenong North 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 Dandenong North 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](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy).

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

**Enforcement**

Students who use their personal mobile phones inappropriately at Dandenong North Primary School may be issued with consequences consistent with our school’s existing student engagement polices such as *Student Engagement and Wellbeing Policy.*

At Dandenong North Primary School, inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly with regard to 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, 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:

* 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 — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) are:

Dandenong North 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.

**Exclusions**

This policy does not apply to

* Out-of-School-Hours Care (OSHC)
* Out-of-school-hours events
* Travelling to and from school

**COMMUNICATION**

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

* Hard copy available from school administration upon request
* Publication on website

**Related policies and resources**

* See also e.g. *Student Wellbeing and Engagement.*
* [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | March, 2025 |
| Approved by | Principal, Paul Hilton |
| Next scheduled review date | March, 2028 |