



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

## Purpose

To explain to our school community the Department's and Coatesville Primary School's (CPS) 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 CPS and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

## Definitions

Mobile device - a portable computing device including but not limited to phones, smartphones, tablets, watches or wearables with communication and connectivity capabilities. This does not include student Chromebooks.

Leadership Team - consists of Principal, Assistant Principal and Leading Teachers.

Extra-curricular activities are activities that are adjacent to the curriculum, such as, but not limited to, house and district sports events, interschool sports, sports training, school discos or similar events where school staff are supervising.

## Policy

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

At Coatesville Primary School:

- Students who choose to bring mobile devices to school must have them switched off and securely stored in their bags during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents / 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 CPS 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## Secure storage

Mobile devices owned by students at CPS are considered valuable items and are brought to school at the owner's (student's or parent's/carer's) risk. Students are encouraged not to bring a mobile device to school unless there is a compelling reason to do so. Please note that CPS 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 CPS Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, CPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At CPS students are required to store their phones either in school bags or in the lockable storage containers provided by the school during school hours (8.45am – 3.30pm). Secure locations will be located throughout learning spaces and these will only be accessible by school staff. Devices will be locked by 9.05am and opened again at 3.30pm. Parent/carers and students can choose if they place their devices in the supplied storage units or in their school bags.

## Enforcement

Students who use their personal mobile devices inappropriately at CPS may be issued with consequences consistent with our school's existing student engagement policy *Student Wellbeing and Engagement*.

At CPS, inappropriate use of mobile devices is **any use during school hours**, unless an exception has been granted. Use includes

- in any way that disrupts the learning of others
- sending inappropriate, harassing or threatening messages or phone calls
- engaging in inappropriate social media use including cyber bullying
- capturing video or images of people, including students, teachers and members of the school community without their permission
- capturing video or images in the school toilets, changing rooms, swimming pools and gyms, and
- during 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](#).

The three categories of exceptions allowed under the Department's Mobile Phone Student Use Policy are outlined here: [Mobile Phones — Student Use Policy](#)

## Camps, excursions and extracurricular activities

CPS 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 devices.

## Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Student owned Chromebooks enrolled in the 1:1 Chromebook Program
- School owned devices enrolled on the school network

## 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 school newsletter
- Hard copy available from school administration upon request

## Related Policies and Resources

Relevant school policies include:

- [Student Wellbeing and Engagement](#)

Relevant Department policies include:

[Mobile Phones — Student Use Policy](#)

## Evaluation

<b>Policy last reviewed</b>	May 2024
<b>Consultation</b>	Policy Subcommittee Community through Communicator School Council
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	2027 [the recommended minimum review cycle for this policy is 3 to 4 years]

## STUDENT MOBILE DEVICE AGREEMENT

- This agreement is to be completed by all students, and their parents/carers, who intend on having a mobile device on the school's premises.
- The document is to be read together by the student/s and their parent/carer at home, signed and returned to school.
- Not abiding by any terms of this agreement outlined below may result in confiscation of the mobile device and a review of student privileges.

### Definition

Mobile device - a portable computing device including but not limited to phones, smartphones, tablets, watches or wearables with communication and connectivity capabilities.

Leadership Team - consists of Principal, Assistant Principal and Leading Teachers.

### Preamble:

Coatesville Primary School understands that providing a child with a mobile device gives parents reassurance that they can speak with their child whilst travelling to and from school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can speak with their child quickly at any time.

It is the responsibility of students who bring mobile devices onto school premises to adhere to the guidelines outlined in this agreement. The decision to provide a mobile device to students should be made by their parents/carers. Parents/carers should be aware if their child brings a mobile device onto school premises. Students will not have permission to bring mobile devices onto school premises during school hours until the acknowledgement page of the Student Mobile Device Agreement has been signed by the student and a parent/carer and returned to the student's class teacher.

Read over this agreement with your child and have a discussion regarding their responsibilities.

### PARENTS:

Parents are expected to support the school's policies and standards in relation to mobile devices being brought onto school premises or to school activities (extra-curricular activities).

### Conditions of use:

1. Students are not permitted to use mobile devices during school hours (8.45am – 3.30pm).
2. Mobile devices must remain in school bags or lockable storage containers provided by the school and be switched off throughout the school day.
3. Mobile devices at school are the responsibility of the owner and not Coatesville Primary School.
4. Student mobile phone numbers must be provided for every mobile device that has been permitted to be brought onto school premises.
5. Student mobile phone numbers will be saved on the Computerised Administrative System Environment for Schools (CASES21) and only be used by the school in the event of an emergency.

## **STUDENT MOBILE DEVICE AGREEMENT**

- *During school hours, mobile devices must:*
  - be stored in school bags or lockable storage containers provided by the school
  - be switched off
  - only be used if students are given permission by a member of the Coatesville Leadership Team.
- If a student is given permission from a member of the Coatesville Primary School Leadership team, mobile devices must not be used:
  - in any way that disrupts the learning of others
  - to send inappropriate, harassing or threatening messages or device calls
  - to engage in 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 toilets, changing rooms or gym.
- Mobile devices are the owner's responsibility and not that of the school.
- Mobile devices are not permitted on excursions, incursions or school camps. On these days students will be asked to remove their mobile devices from their bags and place in a lockable storage container prior to leaving the school grounds.

### **STUDENT/PARENT/CARER**

- I have read the *Student Mobile Device Agreement* of Coatesville Primary School and we have discussed the content.
- I agree with the conditions relating to students having mobile devices at Coatesville Primary School.
- I understand that any damage that happens to my child/ren's mobile device at school whilst in their school bag or stored away is not the responsibility of Coatesville Primary School.
- I give permission for my child to have a mobile device on school premises.

### **UNACCEPTABLE USE OF MOBILE DEVICES ON SCHOOL PREMISES**

- If a student brings a mobile device to school without a signed Mobile Device Agreement, their device will be collected and stored until the end of the school day. Whilst every care is taken to ensure the mobile device is kept safe, Coatesville Primary School is not responsible for any loss or damages to the items.
- Restorative practices will be tailored to meet specific concerns related to a breach of this agreement and any breach will result in review of student privileges in consultation with the Principal and/or delegate and parents/carers.
- In the event of a serious breach or repeated offences parents/carers will be informed and the mobile device will be confiscated and returned at a suitable time, which will be determined by the Principal and/or delegate.

**NAME OF STUDENT:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**STUDENT MOBILE PHONE NUMBER:** \_\_\_\_\_

**PARENT/CARER NAME:** \_\_\_\_\_ **PARENT/CARER SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_