



Heidelberg Primary School

PERSONAL MOBILE DEVICES POLICY

PURPOSE

To explain to our school community Heidelberg Primary School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

SCOPE

This policy applies to:

1. All students at Heidelberg Primary School and,
2. All personal mobile devices that have not been approved by Heidelberg Primary School and/or classroom teachers for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smart phones and smart watches.

POLICY

Heidelberg Primary School understands and supports 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
- locked securely in the classroom cupboard
- are handed back to students as they leave the classroom at 3.30pm.

Personal mobile device use

Personal mobile devices **must not be used** at Heidelberg Primary School during school hours, including lunchtime and recess, unless an exception has been granted by the Principal.

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 Heidelberg 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 device to school unless there is a compelling reason to do so.

Please note that Heidelberg 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 Heidelberg Primary School's Personal Property Policy.

Where students bring a mobile phone to school, Heidelberg Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Heidelberg Primary School students are required to store their phones with the class teacher in a secure cabinet within the classroom.

Enforcement

Students who use their personal mobile phones inappropriately at Heidelberg Primary School may be issued with consequences consistent with our school's existing student engagement policy (refer to the Student Wellbeing & Engagement Policy).

At Heidelberg 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:

- 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

Camps and excursions

Students will not be allowed to bring their personal mobile devices on overnight school camps or excursions. Heidelberg 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.

REVIEW PERIOD

This policy was last updated on October 2022 and is scheduled for review on October 2025