

Yarra Junction Primary School

School Number: 3216



MOBILE PHONE / PERSONAL DEVICE POLICY

Date Reviewed	29/0-3/2023
Author	Lisa Rankin
Approved by School Council President	<i>Jason Rush 29/03/2023</i>
Approved by Principal:	<i>Lisa Rankin 29/03/2023</i>
Responsible for Review	Principal
Review Date	29/03/2026 (3-4 years)

Yarra Junction Primary School
2370 Warburton Hwy,
Yarra Junction 3797
Ph: 59671544

www.yjps.vic.edu.au

E-mail: yarra.junction.ps@edumail.vic.gov.au



MOBILE PHONE / PERSONAL DEVICE **POLICY**

PURPOSE

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

SCOPE

This policy applies to:

1. All students and staff at Yarra Junction Primary.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches.

Yarra Junction Primary School understands that students may bring a personal mobile device (phone or wearable device (watch) 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 handed into the school office prior to the commencement of the school day.
- Students are to sign in their mobile devices at the commencement of the school day and sign them out at the end of the day. Mobile phones are stored in a lockable drawer during the day.
- Teachers are to create a list of students within their class that have possession of a communication device that is brought to school and provide a copy of this list to the office.
- Students who do not hand in their personal mobile device and/or use their personal mobile device within school will have their mobile phones confiscated. The device will be returned to the student at the end of the school day. If the policy is breached for consecutive days the teacher or Principal will contact the parents. [*The Department's policy on [Ban, Search and Seize Harmful Items](#) states that student mobile phones (which would include all other personal mobile devices) should be returned to the student at the end of the day.*] Students will receive an additional consequence – 'green seat' or 'give back' at the principal's discretion.

At Yarra Junction Primary School personal mobile phones of staff members frequently support communication and the wellbeing of our students. Staff members are thereby able to have mobile phones and/or personal communication devices with them during work hours.

Personal mobile device use by staff:

Personal mobile devices must not be used:

- for personal communication during school hours (excluding recess and lunch breaks).
- to engage with social media (personal).
- to capture and share video or images of people, including students, teachers and members of the school community without their permission.
- If staff take photos of students during a school based event/activity photographs are to be forwarded to a folder on a DET laptop or U drive and deleted from the phone.

Insurance

Students are responsible for their personal mobile device. Please note that Yarra Junction Primary School 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. Yarra Junction 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, Digital Technologies Policy

School Policy and Advisory Guide: [Students Using Mobile Phones](#)

[School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

[ICT Policy](#)