**HEPBURN Primary School**

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**Established 1864 No. 767**

**Mobile Phones Policy**

**Purpose**

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

**Scope**

This policy applies to all students at Hepburn Primary School.

**Policy**

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

During school hours, mobile phones must be:

* Placed securely in the student’s school bag at all times.

Students are not permitted to access their mobile phones during lunchtime or recess, unless otherwise authorised by a supervising teacher e.g. where phones may be used for e-learning or other learning activities.

**Mobile phone use**

Mobile phones must not be used:

* 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 and gym.

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

In some circumstances, students’ mobile phones may be confiscated and stored securely at the school office.

**Insurance**

Students are responsible for their mobile phone. Please note that Hepburn 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 mobile phones 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 mobile phones on overnight school camps or excursions. Hepburn Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.

**Related policies and resources**

* School Policy and Advisory Guide: [Students Using Mobile Phones](http://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx)

**Review cycle and evaluation**

This policy was last updated on 11th June 2018 and is scheduled for review in 2021.

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