



# The Japanese School of Melbourne

## Students' Mobile Phone Policy

If you need help to understand this policy, please contact school office on 0395281978.

### Purpose

To explain to our school community The Japanese School of Melbourne (JSM)'s 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 JSM, and
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### Policy

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

At JSM:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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.

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 JSM 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 JSM 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.

When students bring a mobile phone to school, it must be handed in to the JSM office. JSM will then store their phones in lockable cabinet.

## Enforcement

Students who use their personal mobile phones inappropriately at JSM may suffer consequences consistent with our school's [Child Safety and Wellbeing Policy](#) and/or [Bullying Prevention Policy](#).

At JSM inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- that 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 toilets, changing rooms, shower rooms, swimming pools or gyms
- 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

## Camps, excursions and extracurricular activities

JSM does not allow personal mobile phones to be taken on camps, excursions and extracurricular activities.

## Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school

## Approval

<b>Created date</b>	November 2024
<b>Consultation</b>	Staff, School board
<b>Endorsed by</b>	School Board
<b>Endorsed on</b>	November 2024
<b>Next review date</b>	November 2026

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.