



Mobile Phones Student Use Policy

PURPOSE

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

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Pascoe Vale Primary School:

- 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 the need arises, parents or carers are required to 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 Pascoe Vale Primary School during school hours, from 9.00am to 3.30pm including lunchtime and recess, unless an exception has been granted.

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 Pascoe Vale Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Pascoe Vale Primary School does not have accident insurance for accidental personal property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items brought to school. Refer to the Pascoe Vale Primary School's [Personal Property Policy](#) and /or the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Pascoe Vale Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Pascoe Vale Primary School, students are required to store their phones either with their teacher in a locked drawer, or handed into the school administration office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Pascoe Vale Primary School may be issued with consequences consistent with our school's existing policies; *Code of Conduct* and *Bullying Prevention Policy*.

At Pascoe Vale 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 student's learning or the learning of others
- to send inappropriate, harassing or threatening messages or make such 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

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 Phones — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Pascoe Vale Primary School 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 phones.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Non-Cellular iPads, Surface Pros, Surface Go's

RELATED POLICIES AND RESOURCES

- [Student Engagement, Wellbeing And Inclusion Policy](#)
- [Bullying Prevention Policy](#)
- [Personal Property Policy](#)
- [Student Code of Conduct Booklet](#)
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

REVIEW PERIOD

This policy was last updated on 19th March 2021 and is scheduled for review 2024.