

Mobile Phone Policy

1. Rationale

Pakenham Springs Primary School recognises the many uses of mobile phones and other personal mobile devices in our society. We also recognise that families sometimes feel safer if their child is carrying a mobile device to and from school each day independently. During the school day, however, mobile devices are not needed for safety, nor are they required for learning purposes. Any digital device required as part of the teaching and learning programs will be supplied by Pakenham Springs Primary School.

2. Purpose of Policy

To explain to our school community the Department's and Pakenham Springs Primary School's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during school hours.

This policy applies to:

1. All students at Pakenham Springs Primary School and,
2. Students' personal mobile phones [and other personal mobile devices] brought onto school premises during school hours, including recess and lunchtime.

3. Implementation Guidelines

Definition

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

At Pakenham Springs 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 emergencies occur, parents or carers should 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 Pakenham Springs Primary School during school hours, 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 Pakenham Spring 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 phone to school unless there is a compelling reason to do so. Please note that Pakenham Springs 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 Department’s [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Pakenham Springs Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Pakenham Springs Primary School students are required to hand phones to their classroom teacher at the beginning of each day, to be placed in a lockable storage space by the teacher.

Enforcement

Students who use their personal mobile phones inappropriately at Pakenham Springs Primary School may be issued with consequences consistent with our school’s existing student engagement policies.

At Pakenham Springs Primary School inappropriate use of mobile phones is **any use during school hours** unless an exception has been granted, particularly the 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 cyberbullying
- 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, classrooms or gym

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 Learning Plan, 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

Pakenham Springs 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
- Wearable devices
- iPads and all other personal devices

4. Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Hard copy available from school office upon request

5. Evaluation

Policy last reviewed	21/06/2023
Approved by	Principal
Next scheduled review date	21 st June, 2027