

## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on: 9354 3343.

### PURPOSE

To explain to our school community the Department's and Pascoe Vale North's policy requirements and expectations relating to students using mobile phones and smart watches during school hours.

### SCOPE

This policy applies to all students at Pascoe Vale North Primary who bring personal mobile phones and smart watches onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

A **mobile phone** is referred to as a any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### POLICY

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

At PVNPS:

- 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 PVNPS 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 PVNPS 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 PVNPS does not have accident insurance for accidental property damage or theft. Students and their parents/carers are



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encouraged to obtain appropriate insurance for valuable items. Refer to the PVNPS'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, PVNPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At PVNPS students are required to place their mobile phones in the holder at the office, signing it in and out at the end of the day. The phones will be stored in a cupboard.

## Enforcement

Students who use their personal mobile phones inappropriately at PVNPS may be issued with consequences consistent with our school's existing student engagement policy.

At PVNPS 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 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, swimming pools and gyms
- during exams and assessments

Any student who brings their mobile phone to school without signing it into the office will be first given a verbal warning. If the incident occurs a second time, a phone call will be made home to inform their parents.

## 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. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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

This policy does not apply to

- Travelling to and from school

- iPads and all other personal devices

## COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying Prevention Policies.*

DET References

- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	School Council – 19 <sup>th</sup> June 2023
Approved by	Principal
Next scheduled review date	June 2027 (3 to 4 years)