
Mobile Phone Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Portarlington Primary School on 03 5259 2572 or portarlington.ps@education.vic.gov.au

PURPOSE

To explain to our school community the department's and Portarlington 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 Portarlington Primary School, and
2. Students' personal mobile phones and other personal mobile devices brought to 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 purposes of this policy, 'mobile phone' refers to mobile phones and any device that may connect or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Portarlington 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 Portarlington 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 Portarlinton 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 Portarlinton 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, Portarlinton Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Portarlinton Primary School students are required to store their phones by handing them into the school administration office to be placed in a lockable container.

Enforcement

Students who use their personal mobile phones inappropriately at Portarlinton Primary School may be issued with consequences consistent with our school's existing student engagement policies including the Student Wellbeing and Engagement and/or Code of Conduct or Bullying policies.

At Portarlinton 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 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

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

[This section of the policy should be amended to reflect the decision that you intend to apply at your school for camps, excursions. Note that the text included below in yellow is a sample only and should be tailored to your school community].

[Example 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

[Delete the circumstances or programs that are relevant to your school. For example, if your school does not run an Out-of-School-Hours Care program, then you can delete this dot point.]

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
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

COMMUNICATION

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent and carer reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

This should be read in conjunction with the following policies on the the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Digital Technologies - Responsible Use](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	
Approved by	Principal
Next scheduled review date	

This policy will also be updated if significant changes are made to school grounds that require a revision of Portarlington Primary School's yard duty and supervision arrangements.