



# MOBILE PHONE AND SMART DEVICE POLICY - STUDENT USE



## Help for non-English speakers

If you need help to understand the information in this policy please contact Parkwood Green Primary School on 94493600

## PURPOSE

To explain to our school community the Department's and Parkwood Green Primary School's policy requirements and expectations relating to students using mobile phones and other smart devices – including but not limited to smart watches and GPS enabled iPads - during school hours.

## SCOPE

This policy applies to:

1. All students at Parkwood Green Primary School and,
2. Students' personal mobile phones and other smart 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

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

At Parkwood Green Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. Students must hand in their phone to their teacher at the beginning of the school day and collect at the conclusion of the school day. Wearable personal devices that enable calls and texts also need to be handed in to the teacher or left at home.
- Exceptions to this policy may be applied if approved by School Leadership team. E.g. Health related applications
- 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 Parkwood Green 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 and other smart devices owned by students at Parkwood Green 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 phones and other smart devices to school unless there is a compelling reason to do so. Please note that Parkwood Green 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 Parkwood Green 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, Parkwood Green Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Parkwood Green Primary School students are required to hand in their phone to their teacher at the beginning of the school day and collect at the conclusion of the school day. Wearable personal devices that enable calls and texts also need to be handed in to the teacher or left at home.

## Enforcement

Students who use their personal mobile phones or other smart devices inappropriately at Parkwood Green Primary School may be issued with consequences consistent with our school's existing student engagement policies including *Student Wellbeing and Engagement*, *Code of Conduct* and/or *Bullying* policies. To align with our School Wide Positive Behaviours Framework, teachers will follow the response to negative behaviours and enforce a logical consequence.

At Parkwood Green 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)	NA – School provided device used instead
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	NA – School provided device used instead

### *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	School devices used for learning reason. School staff and any community helpers will be available where contact is required.
Students on excursions and camps	
When students are offsite (not on school grounds) and unsupervised with parental permission	
Students with a dual enrolment or who need to undertake intercampus travel	

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**

Parkwood Green 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 and wearable personal devices.

### **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## COMMUNICATION

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

- Available publicly on our school's website
- Available to staff on the school drive

## RELATED POLICIES AND RESOURCES

- Student engagement and wellbeing policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Consultation	School Improvement Team
Approved by	Principal
Next scheduled review date	January 2025