



Parkmore Primary School

MOBILE PHONE POLICY

PURPOSE

To explain to our school community the Department's and Parkmore 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 Parkmore 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

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

At Parkmore Primary School:

- Students who choose to bring mobile phones to school must have them switched off and handed in to the school office 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Parkmore Primary School during school hours, including lunchtime and recess, unless an exception has been granted in writing from the Principal.

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 Parkmore 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 Parkmore

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.

Where students bring a mobile phone to school, Parkmore Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Parkmore Primary School students are required to store their phones by handing them in to the school office at the beginning of the day.

Enforcement

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

At Parkmore 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 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Documented Unit of Work, Learning Sequence

2. Health and wellbeing-related exceptions

Specific exception	Documentation
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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
No relevant exceptions for Parkmore Primary School Students in this category	

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

Students are not permitted to bring personal mobile phones and other personal mobile devices to camps, excursions, special activities and events.

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
- 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

- Parkmore Primary School Student Wellbeing and Engagement Policy
- Parkmore Primary School Bullying Prevention Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	February 2026