

Pembroke Primary School
Pembroke Road Mooroolbark 3138
PO Box 62 Mooroolbark
Telephone 9725 6689
Email: pembroke.ps@education.vic.gov.au



PEMBROKE PRIMARY SCHOOL

Mobile Phone Policy

2023



Help for non-English speakers If you need help to understand the information in this policy please contact 9725 6689.

Hi theihternak zultphung kong hi na fian lomi a um ahcun Pembroke Primary Sianginn (9725 6689) chonh khawh a si.

PURPOSE

To explain to our school community the Department's and Pembroke Primary School policy requirements and expectations relating to students using mobile phones including smart watches and other internet devices during school hours.

SCOPE

This policy applies to:

1. All students at Pembroke Primary School
2. Students' personal mobile phones and other personal mobile devices including smart watches and other internet enabled 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.

A **Smart watch** is a watch with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At Pembroke Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at 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 or smart watches must not be used at Pembroke 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 Pembroke 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 or smart watches to school unless there is a compelling reason to do so. Please note that Pembroke 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 or a smart watch to school, Pembroke Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Pembroke Primary School, students are required to hand their phones or smart watch to the school office.

Enforcement

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

At Pembroke Primary School, inappropriate use of mobile phones or smart watches 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 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)	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
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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

Pembroke 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

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

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	24th August 2023
Approved by	Principal
Next scheduled review date	2026