

Park Ridge Primary School Student Mobile Devices Policy February 2024

Purpose

To explain to our school community Park Ridge Primary School's policy requirements and expectations regarding the safe and appropriate use of personal mobile devices, such as mobile phones and smartwatches, by students at school or during school activities.

Scope

This policy applies to:

1. All students at Park Ridge 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

For the purpose of this policy, "mobile devices" 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

Park Ridge Primary School understands that students may bring personal mobile devices to school, particularly if they are traveling independently to and from school or to extra-curricular activities.

At Park Ridge Primary School:

- Students who choose to bring mobile phones/devices 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 of Education's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Park Ridge 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 devices (phones and smart watches) owned by students at Park Ridge Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carers') own risk. Students are encouraged not to bring mobile devices to school unless there is a compelling reason to do so. Please note that Park Ridge 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.

When students bring a mobile device to school, Park Ridge Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Park Ridge Primary School, students are required to sign their phones into the school office

by 8:40 am and sign them out from the office between 3:15 to 3:25 pm. Mobile phones will be stored in the Administration Safe Room.

During school hours, other personal mobile devices such as smart watches must not be used for communication or accessing the internet.

Students are not permitted to access their personal mobile devices between 8:45am and 3:15pm, unless otherwise authorised by the principal.

Personal Mobile Device Use

Personal mobile devices must **not** be used:

- during class or assemblies or 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 any location within the school
- during assessments.

Enforcement

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying Prevention* policies.

Inappropriate use will result in students' personal mobile devices being confiscated and stored securely at the School Office. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

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- during class or assemblies or 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 any location within the school
- during assessments.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, parents or carers must contact the School Office.

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
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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
Traveling 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

Mobile Communication Devices Consent

If parents/carers wish for their child to bring a mobile communication device to school, they must complete a *Mobile Devices Consent* form in conjunction with their child and return this form to their child's teacher (see *Attachment 1: Mobile Devices Consent*).

Camps and Excursions

In most circumstances, students will not be allowed to bring their personal mobile devices on excursions or school camps. Park Ridge Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile devices.

Related Policies and Resources

- The following school policies can be accessed via the Policies page on the school website:
 - *Student Wellbeing and Engagement Policy*
 - *Digital Technologies - Internet, Social Media and Digital Devices Policy*
 - *Bullying Prevention*
 - *Personal Property*
- [Mobile Phones – Student Use: Policy | education.vic.gov.au](https://www.education.vic.gov.au/mobile-phones-student-use/Pages/default.aspx)

Evaluation

This policy will be reviewed as part of the school's three-yearly policy review process.

Policy:	Mobile Devices		
Date Approved:	February, 2024	Person Responsible:	Education Committee / Principal
Date for Review:	February, 2027	Date Updated on Policy Index:	February, 2024

Mobile Devices Consent

Dear Families,

If for personal or security reasons you require your child to have a mobile device at school, students must:

- Take complete responsibility for their device. The school will not take responsibility for loss or damage
- Sign in their mobile phone to the school office by 8:40 am
- Turn off smart watches during school times 8:45 am – 3:15 pm
- Under no circumstances use their mobile device to take photographs or videos of students or staff.

If students do not follow the above guidelines, the mobile device will be confiscated, and parents/carers notified.

If you are happy to accept the conditions in which your child can have a mobile device at school, please sign below and return this form to your child's teacher.

For more information, please see the school's *Student Mobile Devices and Digital Technologies - Internet, Social Media and Digital Devices Policies* and *Personal Property* located on the Policies page on the school website.

Yours Faithfully,

Dale Blythman
Principal

Mobile Devices Consent

We have read and understand the Park Ridge Primary School *Mobile Devices, Personal Property and Policy* and discussed its implications with my child.

We are aware that the school will not take responsibility for loss or damage.

We will abide by the school *Student Mobile Devices, Personal Property and Digital Technologies - Internet, Social Media and Digital Devices Policies*.

Parent name: _____ Signature: _____

Student name: _____ Signature: _____

Date: _____

Please return this completed consent form to your child's teacher