



## ***PERSONAL MOBILE DEVICES POLICY***

Note that this is a ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

### **PURPOSE**

To explain to our school community Ivanhoe Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile devices by students, at school or during school activities.

### **SCOPE**

This policy applies to:

- all students at Ivanhoe Primary School
- students' mobile phones and other personal mobile devices brought onto school premises during school hours, including recesses and lunchtime.

### **DEFINITIONS**

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**

- 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/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 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 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 the 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 [Personal Goods policy](#).

Where students bring a mobile phone to school, we will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Students are required to ensure their phones are handed into the school administration office to be placed in a lockable cupboard.

## Exemptions

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
Travelling to and from excursions	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 and Excursions

In most circumstances, students will not be allowed to bring their mobile devices on overnight school camps or excursions. The school will provide students and their parents/carers with information about items that can be brought to special activities and events, including mobile phones.

#### Exclusions

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

## FURTHER INFORMATION AND RESOURCES

- [Mobile Phones – Department Policy](#)  
[Personal Goods – Department Policy](#)

Reference:

[www.education.vic.gov.au/principals/spag/safety/pages/mobilephones.sapx](http://www.education.vic.gov.au/principals/spag/safety/pages/mobilephones.sapx)

Please refer also to the school's *Banning, Search & Seizure Policy*, *Bullying Prevention Policy*, *Responding to Student Sexual Offending Policy*, the *Photographing, Filming & Recording Children Policy* and the *Student Wellbeing & Engagement Policy*.

#### REVIEW PERIOD

This policy, first developed in this format in March 2020, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update, template and A-Z Index, was early October 2019).

A mandatory policy

School Council Approval No Longer Required  
but consultation is recommended

It is recommended that School Council be consulted and its views taken into account when this policy is adopted, as some sections in this template should be tailored to the school community.

- This policy will be available to the school community, e.g. on the school website or other communications portal such as Compass.
- This policy will be communicated to students and parents/carers at least once per year and reminders issued as needed.
- This policy will be shared with all school staff and included in induction processes and in the Staff Handbook/Manual if applicable.