

Pakenham Hills Primary School Mobile Connectable Device Policy

PURPOSE

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

SCOPE

This policy applies to all students at Pakenham Hills Primary School and student's personal mobile connectable device, brought onto school premises during school hours, including recess and lunch-time.

DEFINITION

For the purposes of this policy a mobile connectable device is one that has access to a cellular (telecommunications) system, with or without a physical connection to a network.

POLICY

Pakenham Hills Primary School understands that students may bring a mobile connectable device to school, particularly if they are travelling independently to and from school or for other safety reasons.

At Pakenham Hills Primary School

- 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 or carers should reach their child by calling the school's office.

Mobile Connectable Device Use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones and smart devices must not be used at Pakenham Hills 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 mobile connected smart devices owned by students at Pakenham Hills PS 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 Pakenham Hills 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 connectable device to school, Pakenham Hills Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Pakenham Hills Primary School, students are required to store their mobile connectable device in the

school's secure mobile device storage locker. This locker will only be accessible by a specifically programmed swipe card.

Camps, Excursions & Sporting Events

In most circumstances, students will not be allowed to bring their mobile connectable device on school camps or excursions. Pakenham Hills Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones and other electronic devices.

Enforcement

At Pakenham Hills Primary School inappropriate use of a mobile connectable device is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile connectable device:

- 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

Where a student fails to adhere to this mobile connectable device policy their phone or device will be confiscated and stored securely at the Principal's office for a parent to collect. Repeated failure to follow this policy will result in the student being banned from bringing their mobile connectable device to school.

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](#).

1. Learning-related exceptions

Specific exception	Documentation
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

Where an exception is granted, the student can only use the mobile connectable device for the purpose for which it was granted.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

COMMUNICATION

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

- Included in staff induction processes and staff training
- 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

EVALUATION

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

This policy will be reviewed in February 2025

This policy does not require School Council Approval.

Dale Hendrick
Principal

Version	Date	Modification	Modified By
1	20/03/2019	New Policy	Dale Hendrick
2	28/01/2020	Update in line with DET guidelines.	Dale Hendrick
3	21/11/2023	Update in line with DET guidelines. Policy altered to cover smart watches.	Dale Hendrick