



MERENDA PARK PRIMARY SCHOOL MOBILE PHONE POLICY

PURPOSE

To explain to our school community the Department's and Mernda Park 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 Mernda Park 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

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

Mernda Park Primary School:

- Strongly recommends that no mobile devices are brought to school by their students
- 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.

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 MPPS 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 Mernda Park Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. At Mernda Park Primary School, we strongly recommend students do not bring a mobile phone to school unless there is a compelling reason to do so. Please note that Mernda Park 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. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Mernda Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mernda Park Primary School, students are required to hand their mobile device to their Learning Community Teacher who will store their mobile device in a locked filing cabinet.

Enforcement

Students who use their personal mobile phones inappropriately at Mernda Park Primary School will be issued with consequences consistent with our school's existing [Child Safe Policy and Statement of commitment](#). At Mernda Park Primary School, inappropriate use of mobile devices is **any use during school hours** unless an exception has been granted. In addition, inappropriate use may consist of the following use that in any way disrupts the learning of others such as –

- 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

The Principal has the authority to grant an exception in accordance with the Departments Mobile Phones Policy.

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and medical-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](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use 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 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

MPPS 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

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

RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)

REVIEW CYCLE

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

This policy was last updated on June 14, 2022 and is scheduled for review in 2025.