



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

## MOBILE PHONES – STUDENT USE POLICY

Latest DE Update: July 2021  
First Developed: February 2018  
Updated: June 2023



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9870 1566 and an interpreter can be arranged.

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 the Department's and Ainslie Parklands 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 Ainslie Parklands Primary School and,
2. Students' personal mobile phones and other personal mobile devices (eg. smart watches, iPads) brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

A mobile phone is a telephone with access to 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

Ainslie Parklands Primary School understands that student may bring a personal mobile phone to school, particularly if they are travelling independently to school.

**Ms Jane Capon**  
Principal

**Phone:** 9870 1566  
**E-mail:** [ainslie.parklands.ps@education.vic.gov.au](mailto:ainslie.parklands.ps@education.vic.gov.au)  
**Address** Hinkley Ave, Croydon Vic 3136  
PO Box 8153, Burnt Bridge, VIC 3136  
**ABN** 18 707 785 342

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At Ainslie Parklands Primary School:

- Student who choose to bring mobile phones to school must have them switch off and securely stored in the 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Ainslie Parklands 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 other personal mobile devices owned by students at Ainslie Parklands 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 to school unless there is a compelling reason to do so. Please note that Ainslie Parklands 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, Example school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Ainslie Parklands Primary School, students are required to hand their mobile phones and other mobile devices, to the office staff on arrival and departure to/from school.

## Enforcement

At Ainslie Parklands Primary School, inappropriate use of a mobile phone or device **is any use during school hours**, and in particular:

- 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 bullying
- To capture video or images of people, including students, teacher and member 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

The school will enforce the policy under their existing student engagement policies, for example, through detention or a loss of school-based privileges, where students fail to comply with the local school policy on mobile phones, including if they refuse to relinquish their phones to school staff when asked. The school will return mobile phones to the student or parent/carer at the end of the school day.

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Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools (for example, cyberbullying). Reporting of some incidents involving mobile phones to a relevant authority may be necessary under the Department's [Reporting and Managing School Incidents \(Including Emergencies\) Policy](#).

## 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](#).

The three categories of exceptions under the Department's [Mobile Phones — Student Use Policy](#):

**Learning-related exceptions**, comprising:

- specific learning activities (class-based exception) documented within a unit of work or learning sequence
- reasonable adjustments to a learning program because of a disability and/or learning difficulty, documented in an Individual Education Plan (IEP)

**Health and wellbeing-related exceptions**, including:

- students with a health condition documented in the Student Health Support Plan
- students who are young carers documented in a localised student record

**Managing Risk when students are offsite**, including where students:

- travel to and from excursions documented in risk assessment planning
- are on an excursion or camp documented in risk assessment planning
- are offsite (not on school grounds) and unsupervised with parental permission documented in risk assessment planning
- have a dual enrolment and/or need to undertake intercampus travel documented in risk assessment planning

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

Students will not be allowed to bring their mobile devices on overnight school camps or excursions (unless an exception has been granted). The school will provide students and their parents/carers with information about items that can be brought to special activities and events.

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## Exclusions

This policy does not apply to:

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

## COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

[Mobile Phones — Student Use Policy](#)

[Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	Education Subcommittee, School Council
Approved by	Principal
Next scheduled review date	June 2026

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