

Electronic Devices Acceptable Uses Policy

Review: December 2028

Purpose

To explain to our school community the Department's and Moorabbin Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smartwatches during school hours.

Scope

This policy applies to:

1. All students at Moorabbin Primary School and,
2. Students' personal mobile phones and other personal mobile devices such as smartwatches brought onto school premises during school hours, including recess and lunchtime.

Definitions

For the purpose of this policy, a 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 and iPads or tablets. It is a telephone/device with access to a wifi or cellular (telecommunication) system, with or without a physical connection to a network.

Policy

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

At Moorabbin Primary School:

- Students who choose to bring mobile phones to school must have them switched off and stored in the main office whilst on school premises
- 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 Moorabbin Primary School during school hours, including lunchtime and recess and before and after school while on school premises, 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 Moorabbin 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 Moorabbin 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 phone to school, Moorabbin Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Moorabbin Primary School students mobile phones are collected in the morning by nominated monitors and signed in using a sign in sheet. They are then stored in the main office and collected after school. It is the student's responsibility to collect their device at the end of each day.

Enforcement

Students who use their personal mobile phones inappropriately at Moorabbin Primary School may be required to hand their mobile phone to a staff member. If a student is using their mobile phone at school in contravention of this policy, the staff member should instruct the student to hand over the item(s) and if the student refuses to hand over the item(s), implement the relevant disciplinary consequences consistent with the MPS Student Engagement and Wellbeing Policy.

At Moorabbin Primary School inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and is implemented in order to prevent any of the following from occurring;

- used that in any way that disrupts the learning of self or others
- used to send inappropriate, harassing or threatening messages or phone calls
- used to engage in inappropriate social media use including cyber bullying
- used to capture video or images of people, including students, teachers and members of the school community without their permission
- used to capture video or images in the school toilets, changing rooms, swimming pools or any other inappropriate place
- used during tests and assessments

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - o Health and wellbeing-related exceptions; and
 - o 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 – this would need to be discussed at Leadership /School Improvement Team meetings and minuted as being approved and then communicated to parents – this is unlikely to occur at MPS
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 – this would need to be discussed at a Leadership/School Improvement Team or SSG meeting

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 – this is unlikely to occur at MPS
Students on excursions and camps	Risk assessment planning documentation – this is unlikely to occur at MPS
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation – this is unlikely to occur at MPS
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation – this is unlikely to occur at MPS

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

At Moorabbin PS, unless students and families are specifically informed that they may bring a mobile phone to a camp, excursion, special activity or event it should be assumed that students are not to bring one.

Exclusions

This policy does not apply to

- Students when they are travelling to and from school

Related policies and resources

- MPS Prevention of Bullying Policy
- MPS Student Engagement and Wellbeing Policy

Review period Every 4 years