**A black and white logo

AI-generated content may be incorrect.Ruskin Park Primary School**

**MOBILE PHONES – STUDENT USE**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Ruskin Park Primary School on 9723 3886.

**PURPOSE**

To explain to our school community the Department’s and Ruskin Park’s policy requirements and expectations relating to students using mobile phones, tablets and smart watches during school hours.

**SCOPE**

This policy applies to:

1. All students at Ruskin Park Primary School and,
2. Students’ personal mobile phones, tablets, smart watches brought onto school premises during school hours, including recess and lunchtime.

**DEFINITIONS**

A **mobile phone** is any portable telephone device that can make and receive calls or messages, and typically includes additional functions such as internet access, camera, music playback, and apps.

A **tablet** is a portable touchscreen device larger than a mobile phone, typically without a physical keyboard, used for internet browsing, communication, reading, gaming, or running applications. This includes devices such as iPads, Android tablets, and similar devices.

A **smart watch** is a wearable device worn on the wrist that connects to a mobile phone or Wi-Fi network. It can perform functions beyond telling time, such as sending and receiving messages, taking photos, making calls, tracking health or fitness, using apps, or accessing the internet.

**POLICY**

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

At Ruskin Park 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.

**Personal mobile phone use**

In accordance with the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones must not be used at Ruskin Park 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 devices owned by students at Ruskin Park 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 Ruskin 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](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy).

Where students bring a mobile phone to school, Ruskin Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Ruskin Park Primary School students are required to store their phones in lockboxes in secure locations around the school. It is the students responsibility to deliver their mobile phone to their classroom for secure storage as they arrive, and to collect them again as they leave.

**Enforcement**

Students who use their personal mobile phones inappropriately at Ruskin Park Primary School may be issued with consequences consistent with our school’s existing policies.

At Ruskin Park Primary School inappropriate use of mobile phones is **any use during school hours**, **and inside the school gates**, unless an exception has been granted, and particularly use of a mobile phone smartwatches:

* 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**

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](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) are:

***1. Learning-related exceptions***

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| --- | --- |
| 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***

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| --- | --- |
| Specific exception | Documentation |
| Students with a health condition | Student Health Support Plan |

***3. Exceptions related to managing risk when students are offsite***

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| --- | --- |
| 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 |

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**

Ruskin Park Primary School will provide students and their parents/carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile devices.

**Exclusions**

This policy does not apply to

* Out-of-School-Hours Care (OSHC)
* 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 school newsletter
* Compass
* Hard copy available from school administration upon request

**RELATED POLICIES AND RESOURCES**

* [Student Wellbeing And Engagement (& Inclusion) Policy](https://ruskinparkps.vic.edu.au/wp-content/uploads/2023/06/Student-Wellbeing-and-Engagement-Inclusion-Policy-2023-.pdf)
* [Bullying Prevention Policy](https://ruskinparkps.vic.edu.au/wp-content/uploads/2023/06/Bullying-Prevention-Policy-2023-.pdf)
* [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)
* [Weapons — Banning, Searching and Seizing Harmful Items](https://www2.education.vic.gov.au/pal/weapons/policy)
* [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed | August 2025 |
| Consultation | School Council |
| Approved by | Principal |
| Next scheduled review date | August 2029 |