



**MT MACEDON PRIMARY SCHOOL**  
641 Mt Macedon Road,  
**MOUNT MACEDON 3441**  
Tel: 03 5426 1446  
Email: [mount.macedon.ps@education.vic.gov.au](mailto:mount.macedon.ps@education.vic.gov.au)  
Web: [www.mountmacedonps.vic.edu.au](http://www.mountmacedonps.vic.edu.au)

**The Mount Macedon Primary School vision is to develop positive, independent, resilient and inquiring students who are ready for the future.**

## **MOBILE PHONES – STUDENT USE**

### **PURPOSE**

To explain to our school community the Department's and Mount Macedon 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 Mount Macedon 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**

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

At Mount Macedon 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.
- Students and parents will be informed of the Mobile Phone policy at the start of each school year and as needed throughout the year.
- Students will not bring mobile phones to school unless they meet one of the exception criteria.
- If students meet the exception, they are required to switch their phones off and hand them to their classroom teacher at the start of each school day.
- Phones are not allowed to be kept in student's school bags

- Phones will be securely stored in the teacher’s desk in a locked draw or school safe.
- Students will be handed back their phones after the school bell has rung at the end of the day.
- Students will not take mobile phones on excursions or camps
- Apple and Garmin (and similar types) watches that have capacity to receive and/or send messages will have notifications turned off whilst at school
- Teachers will not use their mobile phones while they are teaching

### **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 Mount Macedon 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 owned by students at Mount Macedon Primary School are considered valuable items and are brought to school at the owner’s (student’s or parent/carer’s) risk. Please note that Mount Macedon 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, Mount Macedon Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Mount Macedon Primary School will have the device stored securely by the school until the end of the school day. Parents will be notified.

### **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 allowed under the Department’s [Mobile Phones — Student Use Policy](#) are:

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

<b>Specific exception</b>	<b>Documentation</b>
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*

<b>Specific exception</b>	<b>Documentation</b>
---------------------------	----------------------

Students with a health condition	Student Health Support Plan
----------------------------------	-----------------------------

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

Specific exception	Documentation
Students who are walking to and from school	Notification required from parent
Students who are subject to joint custody	Notification required from parent

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**

Mount Macedon Primary School will not permit students to bring mobile devices to camp.

## **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
- Included in school newsletter

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	2026