IRAMOO PRIMARY SCHOOL NO. 5152

MOBILE PHONES and PERSONAL ELECTRONIC DEVICES - Student use POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or iramoo.ps@education.vic.gov.au.

Purpose

This policy explains our requirements and expectations relating to the student use of personal electronic devices during school hours and school activities outside school hours, in accordance with:

- the department's Mobile Phones and Personal Electronic Devices – Student Use Ministerial Policy
- the department's Smart Glasses and Covert Filming Devices Ministerial Policy
- Ministerial Order No. 1515 – Personal Electronic Devices in Victorian schools
- the *Education and Training Reform Act 2006.*

Scope

This policy applies to:

- all students at Iramoo Primary School
- students' mobile phones, smart glasses, wearable devices and personal audio devices other personal electronic devices.

Definitions

Assistive hearing device means a device manufactured for the primary purpose of assisting a person with a hearing impairment to hear, including hearing aids, cochlear implants, external sound processors and remote microphones designed for use with hearing aids or cochlear implants.

Mobile phone means a telephone with the capacity to connect to cellular telecommunication systems.

Personal audio device means wired or wireless headphones, earphones or headsets.

School hours means the hours within which a student is expected to attend the school at which they are enrolled.

Smart glasses means a device that is designed to be worn as spectacles and has the capability to send, receive, store, record or process digital information.

Wearable device means a device that is designed to be worn on the body and that has the capability to send, receive, store, record or process digital information, including a smartwatch, but does not include an assistive hearing device, a surgically implanted medical device, or smart glasses.

Policy

At Iramoo Primary School, the following requirements apply to students' personal electronic devices:

- mobile phones must be switched off and securely stored during school hours
- wearable device must be switched off as soon as they enter the school grounds and securely stored during school hours
- personal audio devices must not be used during school hours.

Smart glasses must not be worn or used on school premises or at any school organised activity or event. This includes school organised activities that occur outside school hours or offsite.

Other covert filming devices must not be used on school premises or at any school organised activity or event.

During school hours, Iramoo Primary School will provide secure storage for mobile devices, if they are brought to school.

Exemptions to this policy may be granted if certain conditions are met (see below for further information).

When emergencies occur, parents or carers should contact their child by calling the school's office.

Secure storage of mobile phones and other personal electronic devices

Personal electronic devices owned by students or their parents/carers are brought to school at the owner's risk. Students should not bring smart glasses to school unless they have been granted an exemption as a reasonable adjustment for disability. Students are encouraged not to bring mobile phones to school unless there is a compelling reason to do so.

Our 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 or device to school, our school will provide secure storage during school hours. Secure storage is storage that cannot be readily accessed by those without permission to do so. During school hours, students are required to store their phones **in the school administration office.**

During school activities that occur outside school hours, students are not permitted to bring mobile devices.

Enforcement and inappropriate use of personal electronic devices

Students who use their personal electronic devices inappropriately may be issued with consequences consistent with our school's existing student engagement policies: *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Discipline* or *Bullying* policies.

Inappropriate use of a mobile phone includes using it, failing to have it switched off, or failing to store it securely during school hours in the school administration office, unless an exemption has been granted.

Inappropriate use of smart glasses includes wearing or using them on school premises or at any school-organised event, unless an exemption has been granted.

Inappropriate use of a wearable device during school hours and failing to store it securely in the school administration office during school hours, unless an exemption has been granted.

Inappropriate use of a personal audio device is any use during school hours and failing to store it securely in the school administration office during school hours, unless a specific use is permitted by this policy or an exemption has been granted.

Inappropriate use of any personal electronic device includes use:

- that disrupts the learning of others
- to send messages or make phone calls that are inappropriate, harassing or threatening
- to engage in inappropriate social media use, including cyberbullying
- to capture audio, video or images of people, including students, teachers and members of the school community, without their knowledge or permission
- to capture audio, video or images in toilets, change rooms, swimming pools or gyms
- to gain an unfair advantage during exams and assessments.

Exemptions

Exemptions to restrictions on personal electronic devices other than smart glasses may be granted to individual students or groups of students by the principal or a teacher, in accordance with this policy, under the following three exemption categories:

- to support student learning, for example:
    - specific learning activities
    - reasonable adjustments because of a disability and/or learning need
    - to support student health and wellbeing, for example:
    - students with a health condition.

The Principal may grant exemptions for devices other than smart glasses, in accordance with this policy.

Where an exemption is granted, the student may only use the personal electronic device for the specific purpose outlined in the exemption.

All exemptions will be documented in writing. Exemption documentation will include details about:

- the student or group of students to whom the exemption applies
- the basis for the exemption
- the period for which it applies
- any limitations or conditions.

The Principal granting the exemption decides where these details are recorded based on the type of exemption and the needs of the student or group of students. This ensures details are recorded in the appropriate place, for example in:

- Individual Education Plans
- camp or excursion planning documents
- Student Health Support Plans
- a student’s administrative record.

Exemptions for smart glasses

An exemption for smart glasses can only be granted by the principal, and will only be granted:

- where their use is a reasonable adjustment for a student with disability, for example, a student with vision impairment, and
- the adjustment cannot be reasonably provided by another device or approach.

Any exemption will be limited to the functions and circumstances required for the adjustment. Before granting an exemption, the school will follow the department's protocols for smart glasses outlined in the Mobile Phones and Personal Electronic Devices – Student Use policy and the Smart Glasses and Covert Filming Devices policy. If an exemption is granted, a privacy notice must be issued before the smart glasses are used.

Camps and excursions

The policy restrictions on all personal electronic devices continue to apply during school hours when students are on excursions or camps, unless an exemption is granted.

The policy restrictions on smart glasses apply for the entirety of any camp or excursion.

In addition to the other requirements outlined in this policy:

- students must not bring mobile phones to school camps or excursions, including those outside school hours.

Exclusions

This policy does not apply to:

- travelling to and from school
- school-owned devices
- assistive hearing devices (including hearing aids and cochlear implants).

For Out-of-School-Hours Care (OSHC), the restrictions on mobile phones, wearable devices and personal audio devices do not apply. The restrictions on smart glasses continue to apply during OSHC that occurs on school grounds.

For mobile phones, wearable devices and personal audio devices, this policy does not apply to events outside school hours, except as set out in the 'Camps and excursions' section. For smart glasses, the requirements remain in place for all school organised events and activities, including those outside school hours.

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
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request.

Related policies and resources

- Mobile Phones and Personal Electronic Devices - Student Use
- Smart Glasses and Covert Filming Devices
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses
- Privacy policy
- Iramoo Primary School Discipline policy
- Iramoo Primary School Bullying Prevention policy
- Iramoo Primary School e-SMART Cybersafety
- Iramoo Primary School Digital Technologies Agreement
- Iramoo Primary School Camps and Excursions policy

RELATED POLICIES AND RESOURCES

Policy REVIEW and Approval

Policy last reviewed	February, 2026
Interim review	November, 2026
Approved and ratified by	School Council
Next scheduled review date (3 years)	February, 2029