



#### Help for non-English speakers

If you need help to understand the information in this policy, please contact the administration office on (03) 8823 9500

#### PURPOSE

To explain to our school community the Department's and Malvern Central 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 Malvern Central School and,
2. Students' personal mobile phones and other personal mobile devices brought onto the school premises during school hours, including recess, lunchtime and school events.

#### 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 device" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches (e.g. Space Talk, Apple Watch, Google Watch).

#### POLICY

Malvern Central School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

At Malvern Central School:

- Students who choose to bring a mobile device to school must have them switched off and securely stored during whilst on school grounds or engaging in a school-based activity
- All wearable devices must be set to 'School Mode' 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 and Smart Watch use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones and other personal mobile devices must not be used at Malvern Central School during school hours, including recess, lunchtime and school events unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile device 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 Malvern Central 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 mobile devices to school unless there is a compelling reason to do so. Please note that Malvern Central 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 Malvern Central School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile device to school, Malvern Central School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Malvern Central School students may store their mobile device in their bags at their own risk or give them to their classroom teacher to store securely.

## Enforcement

Students who use their personal mobile devices inappropriately at Malvern Central School will have their device confiscated and may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and/or *Bullying Prevention Policy*.

At Malvern Central School inappropriate use of mobile devices is whilst on school grounds or engaging in a school-based activity, unless an exception has been granted, and particularly used:

- in any way that disrupts the learning of others
- to show or 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](#).

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

### **1. 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

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

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
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile device for the purpose for which it was granted.

### **Camps, excursions and extracurricular activities**

Malvern Central School will provide students and their parents and 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)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices that do not have access to a cellular (telecommunication) system, with or without a physical connection to a network, such as analogue watches and bracelets.

### **COMMUNICATION**

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- 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
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

### **RELATED POLICIES AND RESOURCES**

- *Student Engagement and Wellbeing Policy*
- *Child Safety and Wellbeing Policy*
- *Bullying Prevention Policy*
- *Personal Property Policy*
- *Mobile Phones — Student Use Policy*
- *Weapons — Banning, Searching and Seizing Harmful Items*
- *Claims for Property Damage and Medical Expenses policy*

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	17th September 2025
Consultation	19th September 2025 with School Council
Approved by	Principal
Next scheduled review date	February 2027