



Preston South Primary School

Hotham Street Preston 3072
Email: preston.south.ps@education.vic.gov.au
Phone: 9484 1544

ABN: 24 839 198 192

Principal: Mr Leon Leonidas

MOBILE PHONES OTHER PERSONAL ELECTRONIC DEVICES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact 9484 1544.

PURPOSE

To explain to our school community the Department's and Preston South Primary School's policy requirements and expectations relating to students using mobile phones and other personal electronic devices during school hours.

This policy supports student privacy, learning focus and wellbeing, and ensures our school remains a safe, respectful and disruption-free workplace consistent with our Child Safe Standards and occupational health and safety obligations.

SCOPE

This policy applies to:

1. All students at Preston South Primary School and,
2. Students' personal mobile phones and other personal electronic devices brought onto school premises during school hours, including recess and lunchtime.

For the purposes of this policy, personal electronic devices include mobile phones, smartwatches, wearable devices with communication or recording capability, and any device capable of capturing, storing or transmitting data.

DEFINITIONS

Personal Electronic Device (PED)

A PED is any personal device capable of:

- Capturing images or video
- Storing data
- Connecting to the internet
- Sending or receiving messages
- Making calls

This includes:

- Mobile phones
- Smartwatches (including 4G/5G, GPS, messaging-enabled devices)

- “Kids’ watches” or Space Watches (even with School Mode)
- Digital cameras
- Handheld gaming devices

If a device can connect, record, message, or transmit — it falls under this policy.

POLICY

Preston South Primary School understands that students may bring a PED to school, particularly if they are travelling independently to and from school.

At Preston South Primary School:

- Students who choose to bring PED 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](#) issued by the Minister for Education, personal mobile phones must not be used at Preston South 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 PED for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

PED's owned by students at Preston South 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 PED to school unless there is a compelling reason to do so. Please note that Preston South 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 Preston South Primary School's Personal Property Policy and/or the Department's [Claims for Property Damage and Medical Expenses policy.](#)

Where students bring a PED to school, Preston South Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Preston South Primary School students are required to store their phones by handing them into the school administration office to be placed in a secure cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Preston South Primary School may be issued with consequences consistent with our school's existing student engagement policies [e.g. *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.]

At Preston South Primary School inappropriate use of PED's is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- 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, staff 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 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. Learning-related exceptions

Specific exception	Documentation
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

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
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 phone other personal electronic devices for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Preston South Primary 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 phones and other personal electronic devices.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- 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
- Annual reminder in the school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [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	25/02/2026
Approved by	Principal
Next scheduled review date	25/02/2029