Morwell Central Primary School

Mobile Phones and Personal Electronic Devices (Student Use) Policy 2026

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

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:

1. All students at Morwell Central Primary School and,
2. This policy applies to students' mobile phones, smart glasses, wearable devices and personal audio devices and 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 Morwell Central Primary School, the following requirements apply to students' personal electronic devices:

- Mobile phones must be switched off and securely stored during school hours.
- Wearable devices must have notifications, cellular connection and recording functions turned off 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. If they are brought to school or to a school activity, they must be switched off and stored securely.

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

During school hours, Morwell Central Primary School will provide secure storage at the school office for mobile phones and smart glasses and other 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.

IMPLEMENTATION:

Secure storage

Mobile phones and other personal mobile devices owned by students at Morwell Central 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 or other personal mobile devices to school unless there is a compelling reason to do so. Please note that Morwell Central 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 School's Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy.

At Morwell Central Primary School students are required to hand their phones and other personal mobile devices into the school office, where they will be placed in a locked drawer.

Students who use their personal mobile phones or other personal mobile devices inappropriately at Morwell Central Primary School may be issued with consequences consistent with our school's existing student engagement polices [e.g. Student Wellbeing, Student Code of Conduct, and 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, 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 or activity, unless an exemption has been granted.

Inappropriate use of a wearable device occurs when notifications, cellular connection or recording functions are enabled or used during school hours, unless an exemption has been granted.

At Morwell Central Primary School inappropriate use of mobile phones or other personal mobile devices 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, 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.

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, excursions and extracurricular activities

Morwell Central 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 mobile devices.

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, unless an exemption has been approved by the school.

Exclusions

This policy does not apply to:

- Travelling to and from school.

COMMUNICATION

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

- Available on our school's website
- Included in staff handbook/manual
- Included in staff induction processes and staff training
- Included in school newsletter
- 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

- Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying Policies on the school website
- Mobile Phones and Personal Electronic Devices - Student Use
- Smart Glasses and Covert Filming Devices

POLICY REVIEW AND APPROVAL

Policy last reviewed	22/10/2026
Consultation	Leadership team
Approved by	Principal
Next scheduled review date	October 2030 or as required by DET updates.