

PERSONAL ELECTRONIC DEVICE POLICY

PURPOSE

To explain to our school community the Department's and Peninsula Specialist College's policy requirements, and expectations regarding the safe and appropriate use of personal electronic devices (including mobile phones and other personal devices including smart watches, tablets or any device capable of recording or transmitting information) by students during school hours or during school activities.

SCOPE

This policy applies to all students at Peninsula Specialist College.

POLICY

Peninsula Specialist College understands that students may bring an electronic device, such as a mobile phone to school, particularly if they are travelling independently to and from school using the school bus service or to extra-curricular activities. This policy does not pertain to AAC and other communication/speech generating devices but guidelines on using recording and transmitting functions of said devices.

During school hours, mobile phones and other electronic devices must be:

- Switched off; and
- Stored securely in personal school bags in classrooms from 9:00am to 2:45pm Monday – Friday

Students are permitted to access their mobile phones or electronic devices only if authorised as part of a documented Tier 3 SWPBS plan to aid with emotional regulation. This should be the exception rather than the rule and communicated clearly in individualised student plans.

This does not include any Augmentative and Alternative Communication (AAC) devices or health management systems. *For further information, please see: Health & Communication Device Policy* although, guidelines on using recording and transmitting functions of said devices still apply.

(a) Mobile Phone and Personal Device Use

Mobile phones or devices must:

- Not be used during class or assemblies or in any way;
- Not be used to send messages or phone calls;
- Not be used to engage in social media;
- Not be used to capture video or images of people of the school community with or without their permission; or

- Not be used as a research tool or e-learning resource.

Students who use their mobile phone inappropriately or failure to follow school mobile phone policy will be required to:

- 1) Hand their phone/device over to staff to be secured in a lockbox; or
- 2) Stored securely at a leader's office or administration office.

Failure to follow these guidelines, students will be;

- Instructed to leave their phone at home.

(b) Insurance

Students are responsible for their mobile phone or any other electronic device. Peninsula Specialist College does not have accident insurance for accidental property damage (nor does the Department of Education). Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school. Students are responsible for items brought to school including any accidental or intentional property damage, theft, or misplacement.

(c) Camps and Excursions

In most circumstances, students will be permitted to bring their mobile phones on overnight school camps or excursions, however the same rules will apply (i.e. locked away until use is permitted). Peninsula Specialist College will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.

FURTHER INFORMATION AND RESOURCES

- *Child Safety, Wellbeing and Engagement Policy, Photographing, Filming and Recording Students Policies, Internet usage Policy*

EVALUATION:

This Policy will be reviewed as part of the school's regular two-year review cycle.

Further Reading [Mobile Phones in Schools case studies \(PDF\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	10/09/2026 Community, Digital Learning Team & Principal Trevor Hodsdon 
Approved by	School Council 2023
Next scheduled review date	2028