



Students' Use of Mobile Phones and Personal Devices at Robertstown Primary School

Scope

This policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#) and applies to all students enrolled at Robertstown Primary School. It relates to all personal devices including mobile phones, smartwatches, and tablets that are able to connect to the internet.

Rationale

Robertstown Primary School is committed to providing a safe, supportive and productive learning environment. Managing student use of mobile phones and personal devices during school hours is an important step in reducing distraction, promoting positive relationships, and keeping students safe. The policy complements our Behaviour Policy, Anti-Bullying Policy, and Cyber Safety Agreements.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and their interactions with teachers and peers.

Personal Devices at School

Devices may be brought to school but must not be used during school hours (including break times) unless approved for specific purposes.

Personal devices may be used with teacher permission for educational activities, for safety while travelling to and from school, and if required due to health conditions, such as diabetes management (e.g., continuous glucose monitors).

The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

Safe Storage of Personal Devices

All personal devices brought to school must be turned off and stored securely in the front office (or a designated area/classroom collection box) before school starts.

Devices will be returned to students at the end of the school day.

Responses to Non-compliance

If a student uses a device without approval, they will be reminded of the policy and asked to hand the device in as required, it will then be held at the front office. The incident will be recorded and parents/carers notified.

Repeated breaches will be managed in line with the school's Behaviour Policy, and may involve meetings with families and other consequences.

If a student seriously misuses a personal device, the school may need to respond according to the Department's Suspension, Expulsion, and Exclusion (SEE) procedures. If the behaviour is suspected to be illegal, the school may also need to contact SAPOL in accordance with Department guidelines.

Exemptions

Exemptions to this policy can be granted:

For health reasons (e.g., diabetes or other medical needs)—supported by a health care plan;

As a negotiated adjustment, written into a One Plan or Individual Education Plan (where required as a reasonable adjustment);

For learning reasons, with Principal approval.

Please contact the school if you need to request an exemption due to exceptional circumstances.

These requests will be considered by the principal (or delegate) on a case-by-case basis.

An approved exemption will be documented and stored in the student's school file.

Roles and Responsibilities

Role	Responsibility
Principal	<ul style="list-style-type: none"> Have the policy endorsed by Governing Council and communicate to staff, students and families. Oversee policy implementation and review. Manage exemptions. Ensure safe storage, and support staff with enforcement. Monitor internet and school network use by all members of the school community. Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures including any legal requirements.
School Staff	<ul style="list-style-type: none"> Apply the policy Respond to incidences of non-compliance Store devices securely Report and manage breaches Communicate with families Model appropriate use and support students and families to understand safe, responsible and respectful use of mobile phones.
Students	<ul style="list-style-type: none"> Hand in devices before school Follow safety rules Use devices only with approval Respect other's rights to privacy and report concerns.
Families	<ul style="list-style-type: none"> Support implementation by school and student adherence Communicate with the school about needs Apply for exemptions if required Recognise the importance of their role in supporting their child/ren to use devices in a safe, responsible and respectful way.

Links to other school policies

Behaviour Policy

Non-compliance with this policy will be responded to using the school's Behaviour Policy, including restorative approaches where appropriate.

Bullying Prevention Policy

Images and recordings on personal devices must not be used to bully, harass, or intimidate others. Concerns will be managed as per the Anti-Bullying and Behaviour Policies.

Cyber Safety Agreements

Students must use all digital technologies (including personal devices, when permitted) responsibly and in line with their signed cyber safety agreement.