



Endorsed	September 2024
Review	September 2026
Responsibility	Governing Council and School Leadership

Student Use of Mobile Phones and Personal Devices Policy

Purpose

This policy provides direction to students, staff and families about managing digital devices that students choose to bring to school. Digital devices include, but are not limited to, mobile phones, laptops, iPads, smartwatches, tablets, e-readers or wireless earphones. This policy applies while students are at school or OSHC, or attending an authorised school activity such as an excursion or camp where applicable.

Mobile phone use for primary school students

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

Whilst on school grounds, during the day and at OSHC, students are not permitted to access or use their mobile phones or other personal digital devices, this includes smart watches. Students must switch off or mute their devices before storing them at the beginning of the school day in their bags. They will not be able to access their device until they are off school grounds.

In circumstances negotiated with the principal alternative arrangements for personal devices can be made on a case by case basis.

Storage of Personal Devices

Mobile phones/devices are to be switched off and stored in student's bag at their own risk.



If the student does not comply

The misuse of personal devices may result in consequences which include but is not limited to:

- Confiscation of mobile phone or device* (condition of the phone will be noted) ,
- A verbal reminder
- Reflection process (yellow slip) with teacher
- Reflection process (yellow slip) with Leadership
- Parent contacted

Continued refusal to comply with the phone/device policy may result in:

- Confiscation of mobile phone or worn device* (at teacher's and leadership discretion)
- Parent contacted
- Internal suspension

*If the phone/device is confiscated, it will be securely stored in the front office. Parents/Caregivers will be contacted and will need to organise for the collection of the device.

If confiscation occurs at OSHC, the same process will apply but the device will be stored in the OSHC office.

If the phone or device is lost, the student assumes the risk and the parent will be responsible for any replacement costs.



Roles and Responsibilities

Principal

Make Sure:

- this policy is clearly communicated and accessible to all students, staff, and families
- ensure families are aware that their children bringing devices to school is at their own risk
- enforce the policy and responses to instances of non-compliance
- report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements
- consider requests for exemptions from the policy from parents on a case-by-case basis
- make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions

School Staff

Make sure:

- respond to instances of non-compliance in line with the school's policy
- report to line manager any incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements
- remind students that personal devices that are brought to school need to remain switched off and in their school bag until they are off school grounds.

Students

Make Sure:

- comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible and respectful way and support peers to do the same.



Families

Make sure:

- support the implementation of the school's policy, including the consequences for non-compliance with the policy
- Use the school's formal communication channels as described in the Communication Policy
- recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way
- understand that bringing mobile phone/personal device to school is at students' own risk.

Supporting Information

- Communication Policy
- School Behaviour Code
- ICT User Agreements
- Bullying and Harassment Policy