



Glenburnie Primary School Mobile Phone Policy

Effective Date: 19/2/2026

Review Date: 19/2/2029

Ratified by: Principal, School Staff and School Governing Council

Purpose

This policy provides guidance on managing mobile phones and other digital devices that students bring to school. Digital devices include, but are not limited to, smartwatches, tablets, or laptops not part of a separate Bring Your Own Device arrangement. This policy applies during school hours and at authorised school activities, such as excursions.

Mobile Phone Use for Primary School Students

The department's position is that primary-aged students cannot use mobile phones and personal devices during school hours. Legitimate reasons for bringing a device include:

- Ensuring safety while travelling
- Contacting parents outside school hours

During school hours, students must switch off or mute their devices and store them securely. Access is only permitted at the end of the school day.

Storage of Personal Devices

Devices may be stored in a locked cupboard in the front office or in students' school bags. Note that school bags are not securely locked during the day.

Non-Compliance

- The student's phone will be confiscated for the day and securely stored in the front office. Parents will be notified.
- Continued misuse may result in disciplinary action, including parent meetings, take-home, or suspension.

Roles and Responsibilities

Principal

- Clearly communicate and regularly review the policy.
- Provide secure storage for devices handed in.
- Monitor internet and network use.
- Enforce the policy and handle non-compliance.
- Consider exemption requests and document approvals.
- Model appropriate mobile phone use.

School Staff

- Maintain a safe learning environment and minimise distractions.
- Respond to non-compliance and report incidents.
- Securely store and return student devices.
- Model appropriate mobile phone use.

Students

- Comply with the policy and follow staff directions.
- Use devices responsibly if exempted.
- Communicate respectfully and respect privacy.

Parents

- Support the policy and its consequences.
- Use formal communication channels with the school.
- Encourage responsible device use by their child.

Communication

- The policy was developed with input from students and the school community through surveys and meetings.
- Available via the website, or in hard copy.

Supporting Information

- Behaviour Code and Support Policy
- Bullying Prevention Policy
- Cyber Safety/ICT User Agreement