

MOBILE PHONES – STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Glendal Primary School.

PURPOSE

To explain to our school community the Department's and Glendal Primary School's policy requirements and expectations relating to students using mobile phones and smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Glendal Primary School and,
2. Students' personal mobile phones and smart watches (with access to a cellular system) brought onto school premises during **school hours**, including **recess** and **lunchtime**.

DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. Some **smart watches** have been configured to access a cellular system.

POLICY

Glendal Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Glendal:

- Students who choose to bring mobile phones to school must have them switched off and hand them to the **school office** by 9:00am, where they are securely stored during school hours
- Smart watches must also be left at the school office, or alternatively, only worn if the cellular system has been disabled
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Glendal Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Glendal 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 to school unless there is a compelling reason to do so. Please note that Glendal 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 Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Glendal Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Glendal, students are required to hand their phones into the school office, where they are stored in a locked box during school hours.

Enforcement

In the event that students use their personal mobile phones inappropriately, a classroom teacher, an assistant principal or the Principal will contact parents or carers.

At Glendal Primary School inappropriate use of mobile phones 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 cyberbullying
- 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
- during 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](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence

For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan
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2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Personal mobile phones are not permitted on camps and excursions or at other extracurricular activities.

Supervising teaching staff will conduct parents and carers should the need arise.

Parents and carers can contact the school office if required, and messages will be passed on to supervising teaching staff.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC). The organisation has separate processes
- Travelling to and from school
- Wearable devices without connection to a cellular system.

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at parent information nights/sessions

- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October, 2024
Consultation	Education Subcommittee and School Council
Approved by	The Principal
Next scheduled review date	October, 2027