# MOBILE PHONES – STUDENT USE POLICY

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| Policy last reviewed | August 2026 |
| Consultation | Consultation is not required but is recommended |
| Approved by | Acting Principal - Christine Forrest |
| Next schedule review date | August 2029 |

**Help for non-English speakers**
If you need help to understand the information in this policy please contact the school office to arrange an interpreter.

## Purpose

To explain to our school community the Department of Education & Wodonga Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as smart watches etc., during school hours.

## Scope

This policy applies to:

1. All students at Wodonga Primary School and,
2. Students' personal mobile phones and other personal mobile devices 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. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone, such as smart watches.

## Policy

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

At Wodonga Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at the school office for the entirety of the school day.
- 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 Wodonga 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/smartwatches owned by students at Wodonga 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 Wodonga Primary School does not have accident insurance for accidental property damage or theft. Therefore, 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, Wodonga Primary School will provide secure storage which cannot be readily accessed by those without permission to do so. At Wodonga Primary School, students are required to hand their phones to administration staff upon arrival at school. Phones are then labelled and stored in a secure place in the office for collection at the day's end.

## Enforcement

Students who use their personal mobile phones inappropriately at Wodonga Primary School may be issued with consequences consistent with our school's existing Student Engagement, Student Wellbeing and Engagement, and/or Code of Conduct or Bullying policies.

At Wodonga 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 cyber bullying
- 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, changing rooms, swimming pools and gyms
- during exams and 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.

There is one exception at Wodonga Primary School allowed under the Department's Mobile Phones — Student Use Policy which is:

Health and wellbeing-related exceptions

| Specific exception | Documentation |
|---|---|
| **Students with a health condition** | Student Health Support Plan |

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. The storing of this device will be outlined in the Student Health Support Plan.

### Camps, Excursions and Extracurricular Activities

Wodonga Primary School will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile devices. In the event a student does bring a device, the Camp Coordinator will safeguard the device until the return to school.

### Exclusions

This policy does not apply to -

- Out-of-School-Hours Care (Their Care)
- Out-of-school-hours school events
- Travelling to and from school

## Communication

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

- Available publicly on our school's website
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## Related Policies and Resources

Our School policies and documents:

- Student Wellbeing and Engagement
- Code of Conduct
- Personal Property
- Bullying

The Department's Policy and Advisory Library (PAL):

- DET Mobile Phones — Student Use Policy

## Review Cycle

This policy will be reviewed every 3 years.