

MOBILE PHONE – STUDENT USE POLICY

PURPOSE

To explain to our school community the Department's and Tecoma Primary School's policy requirements and expectations relating to students using mobile phones (and other personal mobile devices) during school hours.

SCOPE

This policy applies to:

- All students at Tecoma Primary School and,
- 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

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

At Tecoma Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Tecoma 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 Tecoma 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 Tecoma Primary School 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, Tecoma Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Tecoma Primary School students are required to hand their phone, which has been turned off, into their teacher, in a named zip-lock bag (provided by the school) at the beginning of the day for storage. These phones will be locked in a safe and cannot be accessed by the student during school hours. The phone is to be collected at the end of the day by the student.

Enforcement

Students who use their personal mobile phones inappropriately at Tecoma Primary School will be issued with consequences consistent with our school's existing student engagement policies *e.g. Student Wellbeing and Engagement Policy*.

At Tecoma 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, at swimming pools and any other sporting events
- during tests and assessments.

The Tecoma Primary School Council has agreed that if a mobile phone is not handed in, or is used inappropriately during school hours, the phone will be removed from the child and a parent will be required to collect the phone from the school office.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions – where the use of a mobile phone has been noted in the student's Health Support Plan.

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

Camps, excursions and extracurricular activities

Tecoma 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 phones.

Exclusions

This policy does not apply to

- 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 staff induction processes and staff training

- Included in school newsletter
- Included in staff handbook/manual
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student wellbeing and Engagement Policy
- Personal Property Policy
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

REVIEW CYCLE

This policy was reviewed on **16th August, 2022** and is scheduled for review in **August 2026**.