

Mobile Phones Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the principal or assistant principal.

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Ardeer 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 or smart phone with access to a cellular (telecommunication) system, with or without a physical connection to a network. This includes smartwatches.

POLICY

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

At Ardeer Primary School:

- Students who choose to bring mobile phones, smart phones or smartwatches to school must have them switched off and securely stored at the office during school hours.
- 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 Ardeer Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Secure storage

Mobile phones owned by students at Ardeer 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.

Mobile Phones Policy

Please note that Ardeer 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 Ardeer Primary School's [Personal Property Policy](#) AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Ardeer Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Ardeer Primary School students are required to store their phones at the main office and will be placed in a lockable cupboard. Students are able to obtain their mobile phone at the end of the day, when the items may be collected by the student and/or parent.

Enforcement

Students who use their personal mobile phones inappropriately at Ardeer Primary School will be issued with consequences consistent with our school's existing student engagement policies e.g. [Student Wellbeing and Engagement](#) and/or [Bullying Prevention](#) policies.

At Ardeer 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

Camps, excursions and extracurricular activities

Ardeer 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

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- 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*](#) and/or [*Bullying Prevention, Personal Property*](#)
- [*Mobile Phones — Student Use Policy*](#)
- [*Weapons — Banning, Searching and Seizing Harmful Items*](#)
- [*Claims for Property Damage and Medical Expenses policy*](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	21.12.25
Consultation	School Council (10.10.25)
Approved by	Principal
Next scheduled review date	December 2029