

# MOBILE PHONES – STUDENT USE



## Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 03 51566382 or email [eagle.point.ps@education.vic.gov.au](mailto:eagle.point.ps@education.vic.gov.au)

## PURPOSE

To explain to our school community the Department's and Eagle Point Primary School's policy requirements and expectations relating to students using mobile phones, smart watches and other personal mobile devices during school hours.

## SCOPE

This policy applies to:

1. All students at Eagle Point Primary School and,
2. Students' personal mobile phones, smart watches 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.

## POLICY

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

At Eagle Point 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.

## Student 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 Eagle Point 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.

## Staff Personal mobile phone use

The school will provide a mobile telephone for staff use during camps, excursions and daily use.

Teachers in charge of all excursions and trips involving students must ensure the school's mobile phone or similar appropriate communications devices accompany each trip.

Staff may use personal devices during excursions and camps for the purpose of communicating with the school, parents and appropriate apps that are relevant to the excursion.

Staff mobile phones are not to be used for private use during class times unless permission has been sought from the Principal in exceptional circumstances.

The school mobile phone may be used to contact families or loved ones during overnight camps or if deemed necessary on excursions.

## Secure storage

Mobile phones, smart watches and other digital devices owned by students at Eagle Point 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 Eagle Point 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 Eagle Point Primary School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy.](#) **[If your school wants a local Personal Property Policy that is consistent with the Department's policy, there is a template available on the [School Policy Templates Portal](#)].**

Where students bring a mobile phone or other device to school, Eagle Point Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Eagle Point Primary School students are required to store their phones either in their school bags or in the lock box located in the First Aid room. Mobile phones and other devices must be turned off and not accessed during school hours or whilst on camps and excursions. Devices such as smartwatches need to have access hours set so as to not be connected during school hours or whilst on camps and excursions.

## Enforcement

Students who use their personal mobile phones inappropriately at Eagle Point Primary School may be issued with consequences consistent with our school's existing student engagement policies: *Student Wellbeing and Engagement*, *Student Code of Conduct* or *Bullying Prevention* policies.]

At Eagle Point 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](#).

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

### 1. Learning-related exceptions

Specific exception	Documentation
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

### 2. 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.

## Camps, excursions and extracurricular activities

Eagle Point 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

## 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
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

#### RELATED POLICIES AND RESOURCES

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

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Consultation	School Council, Whole Staff, School Community
Approved by	Principal
Next scheduled review date	February 2030