

Mobile Phones – Student Use Policy

PURPOSE

To explain to our school community the Department's and Leopold 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 Leopold Primary School and,
2. Students' personal mobile phones 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

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

At Leopold 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Leopold 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 Leopold 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 Leopold 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.

Where students bring a mobile phone to school, Leopold Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Leopold Primary School students are required to store their phones in a lockable cupboard/safe.

Enforcement

Students who use their personal mobile phones inappropriately at Leopold Primary School may be issued with consequences consistent with our *Student Wellbeing and Engagement* and *Bullying* policies.

At Leopold 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

2. Health and wellbeing-related exceptions

3. Exceptions related to managing risk when students are offsite

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

COMMUNICATION

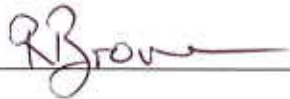
This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's three-year review cycle.

Signed:



School Council President – Ramona Browne

Signed



School Council Executive Officer (Principal) – Stuart Bott

This policy was last updated by School Council on:	16/5/23
This policy is scheduled for review by School Council in:	2026