



Little River Primary School

Mobile Phones – Student Use Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Little River Primary School on 03 5283 1214 or little.river.ps@education.vic.gov.au.

PURPOSE

To explain to our school community the Department's and Little River 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:

1. All students at Little River Primary School and,
2. Students' personal mobile phones and other personal mobile devices i.e. smartwatches 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 smartwatches.

POLICY

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

At Little River Primary School:

- Students who choose to bring mobile phones to school must have them switched off and handed into the school office so they can be 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 Little River 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/devices owned by students at Little River 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 Little River 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, Little River Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Little River Primary School students are required to store their phones by handing them into the school office to be placed into the security room.

Enforcement

Students who use their personal mobile phones inappropriately at Little River Primary School may be issued with consequences consistent with our school's existing student engagement policies.

At Little River 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
- has been granted by the Principal in accordance with the Department's [Mobile Phones — Student Use Policy](#).

Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition i.e. diabetes	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

Little River 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.]

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
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 th May 2025
Consultation	Little River Primary School Staff
Approved by	Principal
Next scheduled review date	May 2029 (review cycle is 3 to 4 years)