

# Mobile Phone – Student Use Policy

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## PURPOSE

To explain to our school community the Department's and Cheltenham East 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 Cheltenham East 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 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

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

At Cheltenham East 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 Cheltenham East 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 Cheltenham East 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 Cheltenham East 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, Cheltenham East Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Cheltenham East Primary school students are required to store their phones either in their school bags or handed into their teacher to be placed in a lockable cupboard.

## Enforcement

Students who use their personal mobile phones inappropriately at Cheltenham East Primary school may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement*, *Code of Conduct* and *Bullying* policies.

At Cheltenham East 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 specific learning activities (class-based exception)                                                                     | Unit of work, learning sequence                     |
| 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               |
|-----------------------------------------|-----------------------------|
| <b>Students with a health condition</b> | Student Health Support Plan |
| <b>Students who are Young Carers</b>    | A localised student record  |

**3. Exceptions related to managing risk when students are offsite**

| Specific exception                                                                                 | Documentation                          |
|----------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Travelling to and from excursions</b>                                                           | Risk assessment planning documentation |
| <b>Students on excursions and camps</b>                                                            | Risk assessment planning documentation |
| <b>When students are offsite (not on school grounds) and unsupervised with parental permission</b> | Risk assessment planning documentation |
| <b>Students with a dual enrolment or who need to undertake intercampus travel</b>                  | Risk assessment planning documentation |

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**

Cheltenham East 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 school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Hard copy available from school administration upon request

**RELATED POLICIES AND RESOURCES**

The Department's parents' website:

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)

- [Claims for Property Damage and Medical Expenses policy](#)

Cheltenham East Primary School's policies (available on our website):

- Student Wellbeing and Engagement
- Child Safety Code of Conduct
- Bullying Prevention

## **POLICY REVIEW AND APPROVAL**

|                            |             |
|----------------------------|-------------|
| Policy last reviewed       | August 2026 |
| Approved by                | Principal   |
| Next scheduled review date | August 2030 |