



PURPOSE

To explain to our school community the Department's and Newborough 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 Newborough 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

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

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

At Newborough Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours in the school office store room
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Newborough 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 and other personal mobile devices owned by students at Newborough 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 Newborough 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, Newborough Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Newborough Primary School students are required to store their mobile phone or personal mobile device in the lockable office store room located in the school's main office.

Enforcement

At Newborough 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

Students who use their personal mobile phones inappropriately at Newborough Primary School may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing policy. If a student deliberately does not hand in the mobile phone upon their arrival to school, it will be confiscated. The mobile phone will stay at the office until it is collected by a parent/carer. It will not be returned to the student.

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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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 such as a Diabetes Action 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

Newborough 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

- Travelling to and from school

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
<https://newboroughps.vic.edu.au/>
- [Mobile Phones – Department Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Plan last reviewed	February 2025
Consultation	Consulted with School Council February 11 2025
Approved by	Principal
Next scheduled review date	Before February 2028