



MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact Gillian Harris, Assistant Principal on (03) 9546 7562.

PURPOSE

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

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

At Heatherhill Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the school office 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Heatherhill 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 Heatherhill 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 Heatherhill 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. Please refer to the Heatherhill Primary School's Personal Property Policy for more information.

Where students bring a mobile phone to school, Heatherhill Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Heatherhill Primary School students are required to hand their phone into the school office, to be placed in a lockable cupboard each morning, and are to collect their phone from the office, at the end of the day.

Enforcement

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

At Heatherhill 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

Camps, excursions and extracurricular activities

Heatherhill 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, Student Code of Conduct Policy, Personal Property Policy, Bullying Prevention Policy
- [Mobile Phones – Department Policy](#)
- [\[the below are optional references to Department policy \]](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

COMMUNICATION

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

- Available publicly on the school website: heatherhill.ps@education.vic.gov.au
- Included in staff induction processes
- Included in our staff handbook/manual
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL	
Policy last reviewed	July 2024
Consultation	School Council – October 2024
Approved by	Principal
Next scheduled review date	March 2027