



MOBILE PHONES & COMMUNICATION DEVICES – STUDENT USE

PURPOSE

To explain to our school community the Department's and Coburg West Primary's policy requirements and expectations relating to students using mobile phones and other communication devices, including smartwatches with cellular capabilities during school hours.

SCOPE

This policy applies to:

1. All students at Coburg West Primary School and,
2. Students' personal mobile phones and communication devices with cellular capabilities, 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.

A communication device is an electronic device with access to a cellular (telecommunication) system, with or without a physical connection to a network and/or inbuilt cameras; for example with internet capabilities such as smart watches .

POLICY

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

At Coburg West Primary School:

- Students who choose to bring mobile phones, smart watches or communication devices to school must have them switched off and handed in at the front office upon arrival for secure storage 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 Coburg West 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, smart watches and other communication devices owned by students at Coburg West 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 or other communication device to school unless there is a compelling reason to do so. Please note that Coburg West 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 or communication device to school, Coburg West Primary School will provide secure storage at the office. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Coburg West Primary School, students are required to store their phones, smart watches and other communication devices at the school administration office.

Enforcement

Students who use their personal mobile phones inappropriately at Coburg West Primary School may be issued with consequences consistent with our school's existing student engagement policies *e.g. Student Wellbeing, Engagement and Inclusion and Bullying policies*.

At Coburg West 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 with their teachers permission and supervision
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 only if applicable

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	Not applicable

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Not permitted
Students on excursions and camps	Not permitted
When students are offsite (not on school grounds) and unsupervised with parental permission	Not permitted
Students with a dual enrolment or who need to undertake intercampus travel	Not permitted

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

Coburg West 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 or communication devices.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

COMMUNICATION

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

- Available publicly on our school's website (or other online parent/carer/student communication method)
- Included in staff induction processes and staff training (refer to the policy section of the school website)
- Included in school newsletter
- Discussed and reviewed at annual staff briefings/meetings
- Refer to the policy section of the school website for transition and enrolments
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Student Engagement and Wellbeing Policy](#)
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	18/5/22
Consultation	School Council Parent/Staff
Approved by	Principal / Staff
Next scheduled review date	18th of May 2026