

MOBILE PHONES – STUDENT USE

PURPOSE

To explain to our school community the Department's and **Moe (Albert Street) Primary School** policy requirements and expectations relating to students using mobile phones and other personal devices during school hours.

SCOPE

This policy applies to:

1. All students at **Moe (Albert Street) 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

Moe (Albert Street) Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At **Moe (Albert Street) Primary School**, students who choose to bring mobile phones to school must have them switched off and securely stored at the office as soon as they enter the school grounds.

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 **Moe (Albert Street) Primary School** during school hours, including lunchtime and recess.

Secure storage

Mobile phones/devices owned by students at **Moe (Albert Street) 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 **Moe (Albert Street) 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, **Moe (Albert Street) Primary School** will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At **Moe (Albert Street) Primary School** students are required to store their mobile phones at the office.

Enforcement

Students who use their personal mobile phones inappropriately at **Moe (Albert Street) Primary School** may be issued with consequences consistent with our school's existing student engagement policies *Bullying prevention and Positive Behaviours policies*.

At **Moe (Albert Street) Primary School** it is the responsibility of the student to store their mobile phone securely at the office. Failure to do so, will result in a notification to parents/carers to establish the appropriate security procedures with their child.

At **Moe (Albert Street) Primary School** inappropriate use of mobile phones is **any use during school hours**,

- 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 tests and assessments.

Camps, excursions and extracurricular activities

Moe (Albert Street) 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 (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- 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 last reviewed	April 2025
Consultation	
Approved by	Principal
Next scheduled review date	April 2028