

MOBILE PHONES & DEVICES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact Pentland Primary School.

PURPOSE

To explain to our school community the Department's and Pentland Primary School's policy requirements and expectations relating to students using mobile phones and devices during school hours.

SCOPE

This policy applies to:

- All students at Pentland Primary School and,
- Students' 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.

A **mobile device** is any device that can connect to a cellular (telecommunication) system, with or without a physical connection to a network, including smartphones (such as Android devices), smartwatches (e.g., Apple Watch, Android watches, specialized kids' watches, high-end "full Android" standalone smartwatches, and mainstream smartwatches), and any other smart devices.

POLICY

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

At Pentland Primary School:

- Students who choose to bring mobile phones or devices to school must have them switched off and hand into the front office to be securely stored during school hours
- 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 or devices must not be used at Pentland Primary School during school hours, including lunchtime and recess.

Secure storage

Mobile phones and devices owned by students at Pentland 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 device to school unless there is a compelling reason to do so. Please note that Pentland 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 device to school, Pentland Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Pentland Primary School students are required to store their phones or devices by handing them into the school administration office to be placed in a lockable safe.

Enforcement

Students who use their personal mobile phones or devices inappropriately at Pentland Primary School may be issued with consequences consistent with our school's existing student engagement policies namely our *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Pentland Primary School inappropriate use of mobile phones or devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- that has not been handed into the Front Office prior to the start of a school day
- 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, 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
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

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

Pentland 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 devices.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school

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
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Engagement and Wellbeing Policy
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Consultation	School Council – Education Sub Committee 20 th July 2021
Approved by	Principal
Next scheduled review date	February 2029