

SCHOOL'S MOBILE PHONE POLICY - Student Use



Help for non-English speakers

If you need help to understand the information in this policy please contact Osbornes Flat Primary School on (02) 60271415 OR email us on osbornes.flat.ps@education.vic.gov.au.

Purpose

To explain to our school community the Department's and Osbornes Flat 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 Osbornes Flat 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, tablets, ipads and other portable communication devices.

Policy

Osbornes Flat Primary School understands that students may be asked by their parents/guardians to bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Osbornes Flat Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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 Osbornes Flat 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 devices owned by students at Osbornes Flat Primary school are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are not to bring a mobile phone or mobile device to school without the explicit consent by the Principal, where an exception has been granted. Please note that Osbornes Flat 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 to school, Osbornes Flat Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Osbornes Flat Primary School students are required to store their phones and devices by handing them into the school administration office to be placed in a lockable cupboard.

Enforcement

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

At Osbornes Flat Primary School inappropriate use of mobile phones is deemed to be **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone or device used:

- 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,
- during 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)	No exception will be granted
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	No exception will be granted

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	No exception will be granted

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	No exception will be granted
Students on excursions and camps	No exception will be granted
When students are offsite (not on school grounds) and unsupervised with parental permission	No exception will be granted
Students with a dual enrolment or who need to undertake intercampus travel	No exception will be granted

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

Osbornes Flat 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. Mobile phones and personal devices will not be permitted to accompany a child on a camp, excursion, special activity or event. The teacher in-charge of the event will be carrying the School Mobile phone, in which parents and carers can contact the staff member directly.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school, unless travelling on our School Bus
- Wearable devices, where the device is just a watch and the device has no functionality to connect to the internet, send messages, record voice or video, or take photographs

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

Related policies and resources

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Consultation	September 2025 School Council
Approved by	Principal
Next scheduled review date	August 2028