



## PURPOSE

To explain to our school community the Department's and Orrvale 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 Orrvale Primary School and,
2. Students' personal mobile phones and other personal mobile devices, eg. Smartwatches 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

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

At Orrvale 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 Orrvale 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 Orrvale 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 Orrvale 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, Orrvale Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Orrvale Primary school students are required to hand their phones in at the administration office when they arrive at school. Here, they will be placed in a lockable cupboard.

## Enforcement

Students who use their personal mobile phones inappropriately at Orrvale Primary school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy*.

At Orrvale 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 categories of exceptions considered under the Department's [Mobile Phones — Student Use Policy](#) are:

### **1. Learning-related exceptions**

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

### **2. Health and wellbeing-related exceptions**

Specific exception	Documentation
Students with a health condition. Eg. <b>a student with diabetes may use their mobile phone to monitor their blood sugar</b>	Student Health Support Plan

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*
- [Mobile Phones — Student Use Policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2026
Approved by	Principal
Next scheduled review date	2029