

# MOBILE PHONE POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: [\(03\) 9398 2806](tel:0393982806)

Email: [seaholme.ps@education.vic.gov.au](mailto:seaholme.ps@education.vic.gov.au)

## PURPOSE

To explain to our school community the Department's and Seaholme 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 Seaholme Primary School
2. Students' personal mobile phones and other personal devices brought onto school premises during school hours, including recess and lunchtime.

## DEFINITIONS

For the purpose of this policy, **mobile phone** refers to mobile phones and any other personal device with access to a cellular (telecommunication) system, with or without a physical connection to a network that may have similar functionality to a mobile phone such as a SIM Card capable iPad and/or smart watches.

## POLICY

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

At Seaholme Primary School:

- Students who choose to bring mobile phones to school must have them switched off and secure storage will be provided
- 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 Seaholme 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 Seaholme 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 Seaholme 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 Seaholme Primary School Personal Property Policy AND/OR the Department's [Claims for Property](#)

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## Damage and Medical Expenses policy.

Where students bring a mobile phone to school, Seaholme Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Seaholme Primary School, secure lockable storage is provided in the front office.

## Enforcement

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

At Seaholme 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,
  - o Learning related exceptions and
  - o Health and wellbeing-related exceptions
- 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 exception allowed under the Department's [Mobile Phones 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 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

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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

Seaholme 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.

Where a student attending an excursion or extracurricular activity has a mobile phone when they arrive at the activity and has made a previous arrangement to be picked up by a parent or carer from the location of that activity, the parent of that student will need to request permission from their child's classroom teacher for their child to bring a mobile phone to the excursion or extracurricular activity. In such circumstances, it is not possible for Seaholme Primary School to provide secure storage. The personal mobile phone must be turned off and kept in the student's bag. Seaholme Primary School accepts no responsibility for the security of the personal mobile phone.

## Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices

## COMMUNICATION

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

- Available publicly on our school's website and communications platform (COMPASS)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- Acceptable Use Agreement
- Camps and Excursions Policy
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Complaints Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy

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- Statement of Values and School Philosophy
- Yard Duty and Supervision Policy

The Department's Policy and Advisory Library (PAL):

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal
Consultation (Not required)	Noted at School Council October 2025
Next scheduled review date	October 2028