



Glenroy Central  
Primary School

## MOBILE PHONES –STUDENT USE POLICY

Approved by School Council:  
16<sup>th</sup> June 2022

Review: June 2025



If you need help to understand the information in this policy, please contact the school office on 93064144.

### **Purpose**

To explain to our school community the Department's and Glenroy Central Primary School's policy requirements and expectations relating to students using mobile phones and other personal electronic devices (such as smart watches or personal electronic games) during school hours.

### **Scope**

This policy applies to:

1. All students at Glenroy Central Primary School (GCPS) 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.

### **Policy**

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

At Glenroy Central Primary School:

- Students who 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 Glenroy Central 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 other personal electronic devices owned by students at GCPS 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 Glenroy Central 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, GCPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At GCPS, students are required to hand their device to school administration staff to be placed in a lockable cupboard.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Glenroy Central Primary School may be issued with consequences consistent with our school's existing student engagement policies: Student Wellbeing and Engagement, Digital Technologies and Bullying Prevention.

At GCPS 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,
  - Learning-related exceptions
  - 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](#).

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**

Glenroy Central 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.

### **Exclusions**

This policy does not apply to:

- Out-of-school-hours events
- 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.
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required

- Included in transition and enrolment packs
- Discussed at student forums through communication tools
- Made available in hard copy from school administration on request.

#### **Related policies**

Glenroy Central Primary School: Student Wellbeing and Engagement Policy, Digital Technologies Policy and Bullying Prevention Policy.

Department of Education and Training: [Mobile Phones — Student Use Policy](#)

#### **Evaluation**

This policy has been endorsed by the principal and will be reviewed as part of the school's three-year review cycle.