



TONGALA PRIMARY SCHOOL

Respect, Resilience, Responsibility

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Mobile Phones – Student Use

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Tongala Primary School and,
2. Students' personal mobile phones 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

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

At Tongala 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 Tongala Primary School during school hours, including lunchtime and recess.

Secure storage

Mobile phones owned by students at Tongala 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 Tongala 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 Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Tongala Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Tongala Primary School students are required to store their phones by handing them into the office for safe storage or to their classroom teacher to be placed in the lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Tongala Primary School may be issued with consequences consistent with our school's existing student engagement policies

At Tongala 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

Camps, excursions and extracurricular activities

Tongala 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 Care (OSHC)
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

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
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Consultation	School Council, staff
Approved by	Principal
Next scheduled review date	May 2028