



Mobile Phone - Student Use Policy

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 52214047.

Purpose

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

Scope

This policy applies to:

1. All students at South Geelong Primary School and,
2. Students' personal mobile phones and smartwatches 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

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

At South Geelong 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 South Geelong 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/smartwatches owned by students at South Geelong 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 South Geelong 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone/smartwatch to school, South Geelong Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At South Geelong Primary School students are required to store their phones in the front office by handing them in at the beginning of the day. These will be locked away in our storage room awaiting collection at the end of the school day.

Enforcement

Students who use their personal mobile phones inappropriately at South Geelong Primary School may be issued with consequences consistent with our school's existing student engagement policies: Bullying Prevention policy, Child Safe and Wellbeing policy and Child Safety Code of Conduct policy.

At South Geelong 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:

- can be granted by the Principal, or by Assistant Principal, in accordance with the Department's [Mobile Phones – Student Use Policy](#)

Camps, excursions and extracurricular activities

South Geelong 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)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

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
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

Related policies and resources

- [Child Safe and Wellbeing](#)
- [Child Safety Code of Conduct](#)
- [Bullying Prevention](#)
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Oct 2025
Consultation – School Council	Staff: School Community: School Council:
Approved by	Principal
Next scheduled review date	Oct 2028