



**Heathcote Primary School**  
Respect ~ Learning ~ Teamwork ~ Responsibility

## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Heathcote Primary School office.

### PURPOSE

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

### 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

Heathcote Primary School understands that students may bring a personal mobile phone (or similar device) to school, particularly if they are travelling independently to and from school.

At Heathcote Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours at the main office.
- 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.



**Heathcote Primary School**  
Respect ~ Learning ~ Teamwork ~ Responsibility

**P:** (03) 5433 3090  
**A:** 31 Herriot Street, Heathcote VIC 3523  
**A:** PO Box 631, Heathcote VIC 3523

## 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 Heathcote Primary School during school hours, including break times, 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 Heathcote 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 Heathcote 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](#) for more information.

Where students bring a mobile phone to school, Heathcote Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Heathcote Primary School, students are required to store their phones at the main office in a secure location. Students are required to switch their phone off, hand it into the office upon arrival and collect it at the end of their school day.

## Enforcement

Students who use their personal mobile phones inappropriately at Heathcote Primary School may be issued with consequences consistent with our school's existing behaviour management processes. This includes asking the student to hand over the item(s) until the end of the day.

At Heathcote 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
- during assessments

This applies during school hours, regardless of being onsite or offsite at an excursion or camp.



## 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](#).

### *Health and wellbeing-related exceptions*

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

### *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
When students are offsite (not on school grounds) and unsupervised with parental permission	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

Mobile phones cannot be brought to, or used, on camps, excursions, special activities or events by students.

## Exclusions

This policy does not apply to

- Out-of-school-hours events
- 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 school newsletter
- Included in staff handbook/manual
- Discussed at annual staff meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions as appropriate
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- [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	January 2026
Approved by	Principal
Next scheduled review date	January 2029 – the recommended minimum review cycle for this policy is 3 to 4 years.

