MOBILE PHONES – STUDENT USE

Help for non-English speakers

If you need help to understand the information in this policy, please contact Carlton North Primary School on (03) 9347-4822.

Somalian: Caawin kuwa aan ku hadlain afka Ingiriiska

Haddii aad u baahan tahay inaad fahamto macluumaadka ku saabsan nadaamkaan fadlan la xiriir Dugsiga Hoose ee North Carlton (Dugsiga Hoose ee Waqooyiga Carlton) (03) 9347-4822.

Arabic:

مساعدة للأشخاص غير المتحدثين باللغة الإنكليزية

إن كنت بحاجة إلى مساعدة في فهم المعلومات المُدرجة في هذه السياسة فيرجى الاتصال بمدرسة شمال كارلتون الابتدائية [Carlton North Primary School] على الرقم: 9347-4822 (03).

PURPOSE

To explain to our school community the Department's and Carlton North 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 Carlton North 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

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

At Carlton North 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 Carlton North 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 Carlton North Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Carlton North 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.

Where students bring a mobile phone to school, Carlton North Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Carlton North Primary School students are required to store their phones in lockable filing cabinets or iPad storage cages within each classroom.

Enforcement

Parents/Carers and students will be responsible for completing and returning the Mobile Phone Permission Form (Appendix A) at the beginning of each school year. The school is responsible for communicating the policy and permission form to families at the beginning of each school year.

At Carlton North 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

Any student who is found with or has used a mobile phone during school time will have their phone confiscated and returned to the parent/guardian upon request.

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.

The three categories of exceptions allowed under the Department's Mobile Phones — Student Use 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 Education Plan

2. Health and wellbeing-related exceptions

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

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

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

Carlton North 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
- 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
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual

- Included in transition and enrolment packs
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement
- Code of Conduct
- Bullying
- Mobile Phones — Student Use Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	13\03\2026
Approved by	Principal
Next scheduled review date	13\03\2030

APPENDIX A: MOBILE PHONE PERMISSION FORM

Parent/Carer Student Mobile Phone Permission Form

I have read and agree with the above policy regarding the appropriate use of mobile phones at Carlton North Primary School.

I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g., if lost or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision.

I understand that upon arrival at school my child will hand in the phone to their class teacher or appropriate staff member.

Parent/Carer Name (please print)	
Parent/Carer Signature	
Date	
Student Name (please print)	
Mobile Phone Number	
Student Signature	
Date	
Reason for mobile at school	