

Mobile Device Student Only Policy

This policy was last presented to School Council in October 2025



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Purpose

The Victorian Government takes the safe and responsible use of digital technologies, student safety and wellbeing and the development of social skills and positive behaviour, very seriously. On this basis note that this is a Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic)

Scope

Explain to the school community the Department of Education and Monmia Primary School's policy requirements and expectations relating to students using mobile phones and other personal such as mobile devices and smart watches whilst at school.

Implementation

Students who bring mobile phones, a personal mobile device, including a smart watch must have them switched off and securely stored during school hours.

Students must:

- Hand in to the office their personal mobile phone and smart watch upon arrival to school and place it in a labelled sealed bag.
- Sign in their mobile phone and smart watch and sign out their mobile phone and smart watch at the end of the school day.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones, will not be used during school hours, including lunchtime and recess, unless an exception has been granted by the Principal.

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

- Students are not encouraged to bring a mobile phone and other personal mobile devices to school unless there is a compelling reason to do so.
- Mobile phones owned by students are brought to school at the owner's (student's or parent/guardian's) risk.
- The School does not have accident insurance for accidental property damage or theft. Students and their parents/guardians are encouraged to obtain appropriate insurance for valuable items refer to the Department's Personal Goods policy.
- Students are required to store their mobile phones and smart watches in the school office for storage which is not accessible by unauthorised persons and is secure.

Enforcement

- Students who refuse to hand over their personal mobile phone or smart watch will be given a consequence which aligns to the school's behavioural management process will include time out or suspension. Parents/Guardians will be notified immediately and asked to pick up their child's mobile phone or smart watch.

- Students who use their personal mobile phone or smart watch inappropriately at the school will be issued with consequences consistent with the school's existing student wellbeing and engagement policies.

Inappropriate use can be classified as:

- disrupting the learning of others in any way
- sending inappropriate, harassing or threatening messages or phone calls
- engaging in inappropriate use of social media, including cyber bullying
- taking video or images of people, including students, staff and members of the school community without their permission
- taking video or images in the school toilets and gym
- uploading images of students without permission or parent/guardian consent

Exceptions may be applied during school hours if certain conditions are met, specifically:

- Health and wellbeing-related exceptions can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

The two categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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

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

Personal mobile phones smart watches cannot be brought to camps, excursions, special activities unless an exception has been granted or there has been a specific request by teachers for learning purposes.

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

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at staff forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

Evaluation

This policy will be reviewed by the program leaders every 4 years as part of the schools cyclic review process.

Policy Last Reviewed

September 2025

Consultation	School Staff and Principal
Approved By	Principal 2025
Next Scheduled Review Date	2030