



Help for non-English speakers

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

PURPOSE

To explain to our school community the Department's and Greenhills Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Greenhills Primary School and,
2. Students' personal mobile phones and other personal mobile devices such as smart watches 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. 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 PROCESS

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

At Greenhills 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 Greenhills 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 Greenhills Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carers') risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Greenhills 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 Greenhills Primary School's Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone to school, Greenhills Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Greenhills Primary



School students are required to store their phones in their school bags or handed to their classroom teacher to be placed in a secure cupboard e.g. teacher desk drawer.

Enforcement

Students who use their personal mobile phones inappropriately at Greenhills Primary School may be issued with consequences consistent with our school's existing student engagement policies e.g. *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Greenhills 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:

- 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.
- Note: An examples of health and wellbeing related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar.

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

2. Health and wellbeing-related exceptions

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

3. Managing risk when students are offsite – this exception relates to high school students.

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

Greenhills 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) who will manage their own Mobile Phone Student Usage Policy
- 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 staff induction processes and staff training
- Included in school newsletter
- Discussed at staff briefings/meetings
- 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](#)

EVALUATION AND REVIEW

This policy will be reviewed every three years or earlier as required.

School Council consultation is recommended before Principal approval.

Approval

Created date	20 April 2026
Consultation	School Council Meeting, 28 th April 2026
Endorsed by	Principal and School Council *Note policy only requires Principal Approval
Endorsed on	28 th April 2026
Next review date	April 2030