



# Swan Reach Primary School

Respect and Empathy for All

Principal approval: 3-4-year review

Review Date: Feb 2026

## MOBILE PHONES – STUDENT USE

### PURPOSE

To explain to our school community the Department's and Swan Reach Primary'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 Swan Reach Primary and,
2. Students' personal mobile phones and other personal mobile devices 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 similar functionality to a mobile.

### POLICY

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

At Swan Reach Primary:

- 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 Swan Reach Primary 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 Swan Reach Primary 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 Swan Reach Primary 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 Swan Reach Primary Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Swan Reach Primary will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Swan Reach Primary students are required to store their phones in the principals office.

## Enforcement

Students who use their personal mobile phones inappropriately at Swan Reach Primary may be issued with consequences consistent with our school's existing student engagement policies

- *Student Wellbeing and Engagement a*
- *Code of Conduct or*
- *Bullying policies*
- Digital Technology Policy.

At Swan Reach Primary 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](#).

## Camps, excursions and extracurricular activities

Swan Reach Primary 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

## 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
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- [Insert links to your school's relevant policies e.g. *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Mobile Phones — Student Use Policy](#)
- [\[the below are optional references to Department policy\]](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)



### Help for non-English speakers

If you need help to understand the information in this policy please contact the front office on 51564287.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2024
Approved by	Principal
Next scheduled review date	Feb 2028