

PERSONAL MOBILE DEVICES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact [insert school contact details].

PURPOSE

To explain to our school community the Department's Hartwell 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 all Hartwell Primary School students and parents and carers of Hartwell Primary School students during school hours, including recess and lunchtime, and during camps, excursions and extracurricular activities.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A wearable device is a smart watch, smart glasses, or other like device that may connect to or have a similar functionality to a mobile phone.

POLICY

Policy

Hartwell Primary School understands that students may bring a mobile phone, wearable device, or both, to school, particularly if they are travelling independently to and from school.

At Hartwell Primary School:

- students who choose to bring mobile phones or wearable devices to school must have them switched off and securely stored during school hours in a box that is kept with the class teacher;
- students must not use a mobile phone or personal wearable device during school hours unless an exception to the policy has been applied to the student by the Principal or a teacher (see below for further information);
- mobile phones and wearable devices are not permitted on school camps unless required for a medical condition and approved by the Principal; and
- when emergencies occur, parents or carers should may only contact their child by contacting the school's office.

Secure storage

Mobile phones or wearable devices owned by students at Hartwell 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 or wearable device to school unless there is a compelling reason to do so. Please note that Hartwell 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](#)

When students bring a mobile phone or wearable device to school, Hartwell Primary School will Place the phones or devices in a box that is stored in the locked teacher offices.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, as specified below; and
- may only be applied by the Principal, or by the teacher for the class in which the mobile phone and/or wearable device may be allowed to be used, 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 specific learning activities (class-based exception)	N/A
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	N/A

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

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
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, and during the period of time for which, the exception was granted.

Enforcement

Students who use breach this policy may be issued with consequences consistent with our school's existing student engagement policies.

Exclusions

This policy does not apply to Out-of-School-Hours Care (OSHC).

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- 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

- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Consultation	Consultation with Education Committee
Approved by	Principal
Next scheduled review date	September 2028 or before if technology developments require sooner update