



IRAMOO PRIMARY SCHOOL No. 5152

MOBILE PHONES - Student use POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or iramoo.ps@education.vic.gov.au.

Purpose

To explain to our school community the Department's and Iramoo Primary School's policy requirements and expectations relating to students using mobile phones and other devices containing a sim card, i.e. smart watches and tablets during school hours.

This policy has been developed to ensure the safety and privacy of our students. This policy forms part of our school wide Child Safe Standards and e-Smart accreditation.

Scope

This policy applies to:

1. all students at Iramoo Primary School
2. students' personal mobile phones brought onto school premises during school hours
3. any personal mobile device containing a sim card e.g. mobile phone, smart watch or tablet.

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 or tablets.

Policy

Iramoo Primary School discourages students from bringing mobile phones and other devices containing a sim card to school. Our school understands that there may be exceptions to this and that some students may be required to bring a device to school, particularly if they are travelling independently to and from school.

At Iramoo Primary School:

- Students who choose to bring mobile phones to school must have them switched off as soon as they enter the school grounds and securely stored during school hours in the school administration office.
- Parents/carers who need to make contact with their child in an emergency situation during the school day, can contact our school office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at our school during school hours, including at recess and lunchtime.

Secure storage

Mobile phones and other devices containing a sim card owned by students at our school are considered valuable items and are brought to school at the owner's (student's or parent/carer's) own risk. Please note that Iramoo Primary School does not have accident insurance for accidental property damage or theft and as such, parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone or mobile device containing a sim card to our school, Iramoo Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Iramoo Primary School students are required to hand their mobile phones and other devices containing a sim card into the school administration office to be placed in a lockable cupboard.

Enforcement

In some circumstances, Iramoo Primary School recognises that a student may need to bring their mobile phone or other personal device such as a smart watch or tablet to school. In these cases, parent/carers need to speak with their child's class teacher or with the Wellbeing Coordinator to discuss the reasons for this.

If a child needs to bring their mobile or personal device to school, they are expected to follow the Iramoo Primary School rules regarding devices as outlined in this policy. Our rules and the expectations around mobile phones have been clearly communicated to parent/guardians and discussed with our students.

- Mobile phones and other personal devices containing a sim card are **not to be used for any purpose** while they are on our school grounds.
- Students must switch their phone or device containing a sim card off as soon as they enter our school grounds.
- Students must hand their mobile phone or device containing a sim card into our administration office *as soon* as they arrive at school.
- Students must collect their phone or device containing a sim card from our administration office after the bell rings at 3pm.
- Students are **not permitted to switch on or use their mobile phone or device containing a sim card for any purpose** until they are off the school grounds after 3.00pm.
- Under no conditions are students to keep mobile phones or devices containing a sim card in their school bags or in any other location other than the administration office.

Students who do not comply with this policy will be directed and required to give their device to a teacher. Parents/Carers will be contacted and asked to come to the school with their child for a discussion and to collect their mobile device.

Students in breach of this policy may be issued with consequences consistent with our student discipline and other relevant policies as outlined below.

Camps and excursions

Students are not permitted to bring mobile phones and any other personal devices containing a sim card to camps or excursions. The teacher in charge of the camp or excursion and other teachers in attendance, will have access to mobile phones for use in an emergency situation.

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
- 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](#)
- [Iramoo Primary School Child Safe policy](#)
- [Privacy policy](#)
- [Iramoo Primary School Discipline policy](#)
- [Iramoo Primary School Bullying Prevention policy](#)
- [Iramoo Primary School e-SMART Cybersafety](#)
- [Iramoo Primary School Digital Technologies Agreement](#)
- [Iramoo Primary School Camps and Excursions policy](#)

Policy REVIEW and Approval

Policy last reviewed	February, 2026
Approved and ratified by	School Council
Next scheduled review date (3 years)	February, 2029