

Longford Primary School

Mobile Device Policy

PURPOSE

To explain to our school community Longford Primary School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

SCOPE

This policy applies to:

1. All students at Longford Primary School and,
2. All personal mobile devices that have not been approved by Longford Primary School and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches etc.

POLICY

Longford Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During school hours, personal mobile devices must be switched off, and securely stored.

Personal mobile device use

Personal mobile devices must not be used:

- during class or assemblies or 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 gym
- during exams and assessments.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the school office. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

Secure storage

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

Where students bring a mobile phone to school, Longford Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Longford Primary school students are required to handed them into the school administration office to be placed in a lockable cupboard.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact the principal.

Insurance

Students are responsible for their personal mobile device. Please note that the Longford Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Longford Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

RELATED POLICIES AND RESOURCES

- Digital Technologies policy
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

REVIEW PERIOD

This policy was last updated on 7/6/2021 and is scheduled for review on June 2025