Longford Primary School
Mobile Device Policy

PURPOSE

To explain to our school community the Department's and Longford Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices.

SCOPE

This policy applies to:

1. All students at Longford Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches etc. with or without a physical connection to a network.

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

In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile devices must not be used at Longford 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

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 devices 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 Longford Primary School's Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile device to school, students are required to store their phones [insert appropriate wording here to reflect your school's arrangement for mobile phone storage. For example, either in their lockers or handed into the school administration office to be placed in a lockable cupboard etc].

Enforcement

Students who use their personal mobile phones inappropriately at Longford Primary School may be issued with consequences consistent with our school's existing student engagement polices.

At Longford 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.

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
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
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile device for the purpose for which it was granted.

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.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

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

Date Implemented	30/04/2026
Approval Authority (Signature and date)	
Date Reviewed	30/04/2026
Responsible for Review	Principal
Next Review Date	May 2030
References	DET