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## MOBILE PHONES POLICY (STUDENT USE)



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

### PURPOSE

To explain to our school community the Department's and Courtenay Gardens Primary School's policy requirements and expectations relating to students using mobile phones, smart watches and other similar personal mobile devices during school hours (this includes from arrival on school grounds until departure from school grounds).

### SCOPE

This policy applies to:

1. All students at Courtenay Gardens Primary School.

### DEFINITIONS

**A mobile phone/smartwatch** is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. This also applies to smart any other similar personal digital devices.

### POLICY

Courtenay Gardens Primary School understands that students may bring a personal mobile phone, smart watch or other similar personal mobile devices to school, particularly if they are travelling independently to and from school.

At Courtenay Gardens Primary School:

- Students who choose to bring mobile phones, smart watches and other similar personal mobile devices to school must have them switched off and securely stored during school hours - see below.
- 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 devices must not be used at Courtenay Gardens 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 device 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 Courtenay Gardens 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 mobile phones, smart watches and other similar personal mobile digital to school unless there is a compelling reason to do so. Please note that Courtenay Gardens 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 [Courtenay Gardens Primary School's Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy.]

Where students bring a mobile phone, smart watch or other similar personal digital device to school, Courtenay Gardens Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Courtenay Gardens Primary School, *students are required to:*

1. *Hand their mobile phone in at the school office on arrival on the school grounds, and*
2. *Collect at the end of the school day from the school office when departing the school grounds.*

## Enforcement

Students who use their mobile phones, smart watches and other similar personal mobile devices inappropriately at Courtenay Gardens Primary School may be issued with consequences consistent with our school's existing student engagement policies i.e. Student Wellbeing and Engagement Policy and/or Bullying Prevention Policy.

At Courtenay Gardens Primary School, inappropriate use of mobile phones, smart watches and other similar personal devices includes: **any use during school hours, and before or after school on school grounds**, (unless an exception has been granted)

- anything that disrupts the learning of others
- sending inappropriate, harassing or threatening messages or phone calls/messages/images
- engaging in inappropriate social media use including cyber bullying
- compiling video or images of people, including students, teachers and members of the school community without their permission
- compiling video or images in the school toilets, changing rooms, swimming pools and gyms
- use 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 Assistant Principal, 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** – No exemptions at our school as the school has devices

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 - NOT REQUIRED (school has devices)	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 phone for the purpose for which it was granted.

**Camps, excursions and extracurricular activities**

Courtenay Gardens Primary School 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, smartwatches and other personal devices.

**Exclusions**

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events – where parents have responsibility for the students.
- Travelling to and from school

## 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
- Discussed at annual staff briefings
- Discussed at parent information nights/sessions
- Hard copy available from school office upon request

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses policy

## REVIEW CYCLE AND EVALUATION

Policy Review Information:

Is this policy based on a DET template?	YES
Does this policy require school council approval?	NO
Policy review cycle	Every 4 years
Is the policy available on the school website?	YES
Policy Review Members	Alison Lough, School Council
This policy was last updated on	March 2024
This policy is scheduled for review	March 2028