



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Purpose

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

Scope

This policy applies to:

1. All students at Westgarth Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime and the Out of School Hours Service (OSHC).

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 any device that is technological in nature that includes functionalities that replicate that of a mobile phone, such as the ability to receive/send messages, make phone calls, take photos/video, record audio, etc.

Policy

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

At Westgarth Primary School:

- Students who choose to bring mobile phones to school or Out-of-School-Hours Care (OSHC) must have them switched off and handed in at the school office, their classroom teacher or a member of OSHC staff to be locked securely away
- Students who choose to bring a wearable device to school or OSHC must either have settings in place by a parent or carer that limit the device functionalities during school hours or hand their device to the school office, their classroom teacher or a member of OSHC staff to be locked securely away

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- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Westgarth 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 phone or other personal device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones or wearable devices owned by students at Westgarth 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 Westgarth 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 [Personal Goods policy](#).

Westgarth Primary School has secure storage available for mobile phones and wearable devices. Where students bring a mobile phone or wearable device to school, they are to be switched off and placed in either a lockable safe in the classroom, the school office or at the OSHC office.

Enforcement

Students who use their personal mobile phones or wearable devices inappropriately at Westgarth Primary School may be issued with consequences consistent with our school's existing student engagement policies *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies

At Westgarth Primary School, inappropriate use of mobile phones or wearable devices is **any use during school hours**, including attendance at OSHC, unless an exception has been granted. This policy is in place to ensure that students do not use mobile phones or wearable devices to:

- communicate with others, either verbally or via text messaging
- access social media platforms
- to capture video, images or audio recordings of people, including students, teachers and members of the school community

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- disrupt the learning or emotional wellbeing of others
 - access the internet

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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
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

3. Exceptions related to managing risk when students are offsite

Specific exception	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 or wearable device for the purpose for which it was granted.

Camps, excursions and extracurricular activities

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Westgarth 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 or wearable devices as listed.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

Review Period

This policy was last updated in December 2024 and is scheduled for review on December 2027.

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