



Purpose

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

Scope

This policy applies to:

1. All students at Rosanna Golf Links Primary School and,
2. Students' personal mobile phones and other personal mobile devices (eg. smart watch) that are brought onto school premises during school hours, including recess and lunchtime.

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."

Policy

Rosanna Golf Links Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Rosanna Golf Links Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored while on school premises
- 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 phones must not be used at Rosanna Golf Links Primary School's on school premises, 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 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 Rosanna Golf Links 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.

RGLPS Student Mobile Phone and Personal Mobile Device Policy



Please note that Rosanna Golf Links Primary School's 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, Rosanna Golf Links Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Rosanna Golf Links Primary School, students are required to leave their phones at the front office. Student mobile phones are housed in a wooden storage unit that is then placed inside a drawer within the front office. Students are required to drop their phones off at the start of the school day and collect them from the office at 3:30pm or when they leave for the day. Front office administration staff manage the handling and storage of mobile phones and they are kept securely behind the counter at all times.

Enforcement

Students who use their personal mobile phones inappropriately at Rosanna Golf Links Primary School may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Rosanna Golf Links Primary School inappropriate use of mobile phones is **any use on school premises** 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

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 phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Rosanna Golf Links 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 and other digital devices.

Exclusions

This policy does not apply to

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

RGLPS Student Mobile Phone and Personal Mobile Device Policy



- iPads and all other personal devices

Implementation Arrangements

- All student mobile phones and personal mobile devices (eg. smart watches) will be securely stored in the school office by administration staff.
- Student personal phones and devices will be stored in a locked location within the office and clearly labelled.
- All phones and devices must be turned off while they are stored in the school office.
- Students will need to bring their personal device to the school office before 9am and collect them from the office at 3:30pm or shortly thereafter.
- Students are not permitted to use personal mobile phones or devices on school grounds and must wait until they are at the exit gates of the school before turning them on again. Students can make phone calls from the front and back areas of the school next to the school gate under the supervision of the yard duty teacher.
- Family members who need to contact students during the school day are asked to call the school office.
- Under no circumstances are students to take photos on their mobile phone or smart watch while on school grounds.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and on Compass
- Included in staff induction processes and training
- Referenced in school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- 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](#)
- [RGLPS Student Wellbeing and Engagement Policy](#)

Review Cycle and Evaluation

This policy was last updated on November 9th 2023, and is scheduled for review in November 2027.