Yinnar Primary School
MOBILE PHONE/DEVICE POLICY – STUDENT USE

Help for non-English speakers

If you need help to understand the information in this policy, please contact our office on 51 631 362 or email yinnar.ps@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Yinnar Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches and cellular enabled devices including iPads and tablets during school hours.

SCOPE

This policy applies to:

1. All students at Yinnar Primary School
2. Students' personal mobile phones and other personal mobile devices such as smartwatches and cellular enabled devices including iPads and tablets 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 similar functionality to, a mobile phone, such as smartwatches and cellular-enabled iPads and tablets

POLICY

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

At Yinnar Primary School:

- students who choose to bring mobile phones, smartwatches, or cellular-enabled iPads and tablets to school must have them switched off
- mobile phones and cellular-enabled iPads and tablets must be handed in to the school office at the beginning of the school day, where they will be securely stored during school hours
- smartwatches must have the cellular and Wi-Fi functions disabled during school hours
- exceptions to this policy may be applied if certain conditions are met (see below for further information)
- when emergencies occur, parents or carers should contact their child by calling the school office on 5163 1362

Personal Mobile Phone/Device Use

In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones, smartwatches cellular enabled iPad and tablets must not be used at Yinnar 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, smartwatch, or cellular-enabled iPad or tablet only for the purpose for which the exception was granted, and in a safe, ethical, and responsible manner.

Secure Storage

Mobile phones, smartwatches, and cellular-enabled iPads and tablets owned by students at Yinnar 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, smartwatch, or cellular-enabled iPad and/or tablet to school unless there is a compelling reason to do so. Please note that Yinnar 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, Yinnar Primary School will provide secure storage. Secure storage is defined as storage that cannot be readily accessed by those without permission to do so. At Yinnar Primary School, students are required to bring their mobile phone or cellular-enabled iPad and/or tablet to the General Office for safe storage.

The mobile phone or cellular-enabled iPad and/or tablet must be switched off.

Smartwatches must have their cellular functions disabled so that text messages, phone calls, and internet functions cannot be used during school hours.

Enforcement

Students who use their personal mobile phones or other personal mobile devices, such as smartwatches and cellular-enabled iPads and tablets, inappropriately at Yinnar Primary School may be issued with consequences consistent with our school's existing student engagement policies.

At Yinnar Primary School, inappropriate use of mobile phones or other personal mobile devices—including smartwatches and cellular-enabled iPads and tablets—is any use during school hours unless an exception has been granted, and particularly includes use of a mobile phone or other personal mobile device such as a smartwatch or cellular-enabled iPad or tablet:

- 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 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 and supporting certificate from a medical practitioner.

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

Camps, Excursions & Extracurricular Activities

Yinnar 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 cellular-enabled iPads and/or tablets.

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 staff handbook/manual
- 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

Further Information and Resources

- Claims for Property Damage and Medical Expenses policy
- Student Wellbeing and Engagement
- Code of Conduct
- Personal Property
- Bullying

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2029