

BRIGHTON BEACH PRIMARY SCHOOL



Mobile Phone Policy – Student Use



Help for non-English speakers

If you need help to understand the information in this policy please contact
brighton.beach.ps@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Brighton Beach Primary School's (BBPS) 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 BBPS and,
2. Students' personal mobile phones and other personal mobile devices 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 personal device that may connect to or have a similar functionality to a mobile phone such as smart watches or iPad messenger.

POLICY

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

At BBPS:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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 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 BBPS 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 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 BBPS 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. Please note that BBPS 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, BBPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At BBPS students are required to store

their phones in their school bags (Grade 5 and 6) or handed into the teacher to be stored in a locked desk (students in Grade 4 or lower, or at parent/teacher's request in Grade 5 and 6).

Students wearing smartwatches are instructed to disable messenger during school hours, or give the watch to the class teacher for safe keeping.

Students are instructed to disable messenger on their iPads during school hours.

Enforcement

Students who use their personal mobile phones inappropriately at BBPS may be issued with consequences consistent with our school's existing policies: Student Engagement and Wellbeing Policy; ICT User Agreement; and Digital Learning Policy. Where students fail to comply with the policy, staff should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the Student Engagement and Wellbeing Plan.

At BBPS 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

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
When students are offsite (not on school grounds) and unsupervised with parental permission (e.g. District sport	Risk assessment planning documentation

carnivals, Radio program)	
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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

BBPS 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.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (Their Care)
- Out-of-school-hours events
- 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 school newsletter annually
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

School related policies can be accessed via the [School Website](#)

Student Engagement and Wellbeing

Bullying Prevention

Digital Learning Policy

Department Links:

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2025
Consultation	School Council consultation May, 2025
Approved by	Principal
Next scheduled review date	2028