

# Mobile Phones Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Sunshine Primary School's front office.

## PURPOSE

To explain to our school community the Department's and Sunshine Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as Smart Watches during school hours.

## SCOPE

This policy applies to:

1. All students at Sunshine Primary School 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 device that may connect to or have a similar functionality to a mobile phone such as smart watches.

## POLICY

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

At Sunshine Primary School:

- Students who choose to bring mobile phones to school must leave them at the office prior to the commencement of the day where they will be stored securely.
- Students can pick up devices at the end of the day from the office.
- 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 Sunshine Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

## Secure storage

Mobile phones owned by students at Sunshine 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. Please note that Sunshine 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, Sunshine Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sunshine Primary School students are required to hand their phones in to the office for secure storage for the day.

### **Enforcement**

Students who haven't handed their phones in at the beginning of the day will be asked to do so immediately. Parents/Carers may be contacted.

Students who use their personal mobile phones inappropriately at Sunshine Primary School may be issued with consequences consistent with our school's existing student engagement and wellbeing policy.

### **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](#).

### **Camps, excursions and extracurricular activities**

Sunshine 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.

## **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/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

## **RELATED POLICIES AND RESOURCES**

- <https://www.sunshineps.vic.edu.au/page/69/Student-Management-&-Wellbeing>
- [Mobile Phones — Student Use Policy](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	February 2026
Consultation	Staff consultation
Approved by	Principal
Next scheduled review date	February 2030