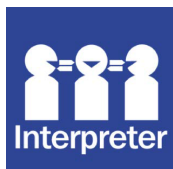


Williamstown North Primary School

Mobile Phone Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Williamstown North Primary School (03) 9397 5722

PURPOSE

To explain to our school community the Department's and Williamstown North Primary School's policy requirements and expectations relating to students using mobile phones, personal mobile devices, and smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Williamstown North Primary School and,
2. Students' personal mobile devices, smart watches, and recording and wearable devices, brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

For the purpose of this policy:

A mobile device(s) is any device with access to a cellular (telecommunication) system, with or without a physical connection to a network and any device, including smart watches, and recording and wearable devices, which may connect to a cellular (telecommunication) system or have similar functionality to that of a mobile phone

A smart watch is a wearable device with access to a cellular (telecommunication) system, without a physical connection to a network, that can be used to communicate with others.

POLICY

Williamstown North Primary School understands that students may bring a personal mobile device to school and/ or wear a smart watch whilst at school. If they are travelling independently to and from school and/ or participating in extracurricular activities after school, this can often provide an added layer of reassurance and safety.

At Williamstown North Primary School

- Students who choose to bring mobile devices, and/ or smart watches to school must have them switched off and securely stored during school hours.
- Parents and/or carers can and should reach their child, during school hours, by calling the school's main office on (03) 9397 5722 as the need arises.

Personal Mobile Devices, Recording and Wearable devices, and Smart Watch use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister Education, personal mobile devices, recording and wearable devices, and smart watches **must not** be used at Williamstown North Primary School during school hours, including before school (from 8:50am onward), lunchtime, and recess.

Secure storage

Mobile devices, recording and wearable devices, and smart watches, owned by students at Williamstown North Primary School are considered valuable items and are brought to school at the owner's (students' and/ or parent/carers') risk. Students are encouraged not to bring a mobile device, recording and wearable device, or wear a smartwatch, to school unless there is a compelling reason to do so.

Please note that Williamstown North 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. Students are responsible for all personal items brought to school.

Where students bring a mobile device, recording and wearable device, and smart watches to school, Williamstown North Primary School will provide secure storage within classrooms. Secure storage is storage that is accessed only by classroom teachers and cannot be readily accessed by those without permission to do so.

At Williamstown North Primary School, inappropriate use of mobile phones is **any use during school hours (8:50am - 3:15pm)**.

Students are required to turn off their mobile devices, recording and wearable devices, and smart watches and hand them to their classroom teacher as they walk into their learning spaces in the morning. These will be placed in a lockable cupboard for the day and can be collected as they leave the classroom at the end of the day.

- When a class has a Specialist session in the morning; the Specialist Teacher will collect and store mobile phones, mobile devices, and smartwatches in the classroom's secure storage before taking students to their specialist classrooms.
- When a class has a Specialist session in the last hour of the day; the Specialist Teacher will walk students back to their classroom at 3:25pm to hand out mobile phones, mobile devices, and smartwatches before dismissing students from their classroom.

Enforcement

Students who choose not to follow our mobile device guidelines will receive support and guidance to help them make more positive choices, alongside appropriate consequences where necessary, consistent with our school's existing student engagement policies; the *Student Wellbeing and Engagement* and/or *Student Code of Conduct* and will follow a staged response:

- First Instance – mobile phone, mobile device, and smartwatch confiscated until the end of the school day and parent(s)/ carer(s) notified. Students can collect their mobile device from their classroom teacher, who will contact parent(s)/ carer(s).
- Second instance – mobile phone, mobile device, and smartwatch confiscated until the end of the school day and parent(s)/ carer(s) will need to collect the device from the front office at the end of the school day.
- Third instance – mobile phone, mobile device, and smartwatch confiscated until the end of the day and a meeting is scheduled with the student, parent(s)/ carer(s), and a member of the Williamstown

North Primary School Leadership Team before collecting the mobile phone, device, and smartwatch from the front office.

NB: Confiscated mobile devices will be securely stored in a locked cupboard in either the Principal or the Assistant Principal's office.

Camps, excursions and extracurricular activities

At Williamstown North Primary School, personal mobile devices, recording and wearable devices, and smart watches, will not be required when attending camps and excursions. If there are extenuating circumstances, and communication with home needs to occur, this will be facilitated through school set-up, and managed processes. This information will be shared by camp specific coordinators in the lead up to year level camps and excursions.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC) who operate under their own mobile device use policy
- Out-of-school-hours events for example; externally organised and run extra-curricular activities, school events where parents are in attendance and supervising their children.
- 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 staff induction processes and staff training
- Included in school newsletter
- 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

- *Student Wellbeing and Engagement,*
- *Code of Conduct,*
- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Consultation	School Council - August 2026
Approved by	Principal
Next scheduled review date	July 2029