



# COINDA PRIMARY SCHOOL

Principal: Anne Fletcher

## Mobile Phone Policy

Updated March 2025

For the purposes of this policy, 'mobile phones' includes smart watches and devices, and associated listening accessories, such as, but not limited to, headphones and ear pods.

### Department of Education Rationale

It is acknowledged that when used effectively as a tool to enhance learning, mobile phones can play an important role in education. A ban on their use, however, when not in direct support of education, will ensure that schools can provide a safe and productive learning environment for students in their care. The decision to ban the use of mobile phones in schools is intended to remove the potential learning distraction for students, protect the privacy of staff and students, improve social connections at school and improve the health and wellbeing of students. While it is recognised that cyber-bullying mainly occurs outside school time, banning the use of mobile phones will allow students to better engage with their learning and with their peers, without the pressure felt when needing to respond to a mobile phone.

Schools are, and will continue to be, committed to the education of students, staff and their school community in the responsible and acceptable use of mobile phones.

There is no requirement for students to have a mobile phone at school. However, for security and safety purposes to and from school, some parents/carers have supplied their child with a mobile phone.

### Policy

Students from Kindergarten to Year 6 are not permitted the use of mobile phones from the time they arrive at school to the conclusion of the school day.

If a student brings a mobile phone to school, they are required to be turned off and brought to the office for the school day.

Exemption to this is where a student needs to monitor a health condition as part of a documented health care plan approved by the school principal.

All communication between parents and students, during school hours, should occur via the school's administration on 9724 3000.

Any use of unauthorised mobile devices by a student, that is in breach of these rules, will lead to the confiscation of the device. Confiscated devices are to be collected from the Administration office by the student's parent or guardian at the end of the day.

### Staff

Staff should not be communicating in a social manner during work hours on their mobile phones or smart watches. These devices:

1. Are to be switched off or on silent mode during work hours.
2. Should in the main not be checked or used during instruction, meeting or duty times.
3. Are not to be used in general sight of the students unless a situation arises where a staff member needs to make a call to Admin in an emergency, as a part of a student's Risk Management Plan or is using it explicitly for work purposes.
4. May only be used if a staff member is expecting an urgent call and has informed Admin first.
5. Should only be used during break times when they are free of students or normal work duties, or if the device is being used for work related tasks (e.g. a formal strategy for risk management, taking photos for work related purposes).
6. Personal calls and messaging during instruction and duty times are not permitted.