



DPS Mobile Phone Policy

Reviewed: July 2026

Next review: July 2029

Recommended Review Cycle: every 3-4 years

Communication method: School Website / Staff Handbook



Help for non-English speakers

If you need help to understand the information in this policy, please contact Doncaster Primary School on 9848 1122 or email doncaster.ps@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Doncaster Primary School's 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 Doncaster 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

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

At Doncaster Primary School:

- 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 Doncaster 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 for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones and other personal mobile and communication devices owned by students at Doncaster 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 Doncaster 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, Doncaster Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Doncaster Primary School students are required to sign their phones or devices in at the school office where they will be stored under the desk.

Enforcement

Students who use their personal mobile phones inappropriately at Doncaster Primary School may be issued with consequences consistent with our school's existing Digital Technologies and Acceptable Use policy and agreement, our Vision and Values and our school's and Bullying Prevention Policy, Students Wellbeing and Engagement policy.

At Doncaster Primary School 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 students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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

Doncaster Primary School will provide students and their parents and carers with information about camps, excursions and extra curricular activities via Compass. This includes items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones. Staff are always able to be contacted by the school during these events and will communicate with parents and carers as required on behalf of students or provide students with a device to contact their parents or carers as needed.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Doncaster Primary School's Student Wellbeing and Engagement Policy, Bullying Prevention Policy
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

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

