



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

Purpose

To explain to our school community the Department of Education requirements and Coatesville Primary School expectations relating to student use and storage of personal mobile devices (see definitions during school hours).

This policy aims to:

- Minimise distraction and disruption to learning
- Promote student wellbeing and positive social interaction
- Ensure consistent and safe management of mobile devices
- Align with the Department's Mobile Phones – Student Use Policy

Scope

This policy applies to:

1. All students at Coatesville Primary School and,
2. All students' personal mobile devices brought onto school premises during school hours, including recess and lunchtime, or brought to a school event, such as sports carnivals or school concerts.

This policy does not apply to:

- Student Chromebooks enrolled in the 1:1 Chromebook Program
- School-owned devices
- Out of School Hours Care
- Travel to and from school
- Out of school hours events

Definitions

CPS - Coatesville Primary School

Mobile device- A portable computing device including but not limited to mobile phones, smartphones, tablets, watches or wearables with communication and connectivity capabilities.

Leadership Team - Principal, Assistant Principals and Leading Teachers.

Policy

CPS understands that students may bring a mobile devices to school, particularly if they are travelling independently to and from school.

In accordance with the Department of Education Mobile Phones – Student Use Policy, personal mobile devices must not be used during school hours, including recess and lunchtime, unless an approved 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.

To ensure clarity and consistency, all mobile devices brought to school must be handed in at the beginning of the school day.

Secure Storage

Mobile devices owned by students are considered valuable items and are brought to school at the owner's risk. Students are encouraged not to bring a mobile device to school unless there is a compelling reason to do so.

Where a student brings a mobile device to school:

- The device must be switched off prior to the commencement of the school day
- The device must be handed to school staff at the beginning of the school day
- The device will be stored in a locked container or secure cabinet
- Devices will only be accessible to authorised staff
- Devices will be returned to students at the end of the school day.

Students are not permitted to store mobile devices in school bags during school hours.

Coatesville Primary School does not provide accident insurance for accidental damage, loss or theft. Families are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's Claims for [Property Damage and Medical Expenses policy](#).

Personal Mobile Device Use

Personal mobile devices must not be used during school hours unless an exception has been granted.

Inappropriate use includes:

- Any use during school hours without approval
- Disrupting learning
- Sending inappropriate, harassing or threatening messages
- Inappropriate social media use including cyber bullying
- Capturing images or video of students, staff or community members without permission
- Capturing images or video in toilets, changing rooms, swimming pools or gym areas
- Use during assessments.

Enforcement

Students who breach this policy will receive consequences consistent with the Student Wellbeing and Engagement Policy.

Failure to hand in a mobile device at the beginning of the school day will be considered a breach of this policy.

In cases of repeated or serious breaches:

- Parents or carers will be informed

- The device may be confiscated and returned at a time determined by the Principal or delegate
- Student privileges may be reviewed.

Exceptions

Exceptions may be granted in accordance with Department policy in the following circumstances:

- Health or wellbeing related needs
- Risk management requirements during offsite activities

Exceptions must be approved by the Principal or delegate. Students granted an exception must only use the device for the approved purpose.

Camps, Excursions and Special Events

Information regarding permitted items, including mobile devices, will be provided prior to camps, excursions or special events.

Unless otherwise specified, mobile devices are not permitted on camps or excursions and, if brought, must be handed in prior to departure.

Communication with Students During School Hours

During school hours, parents and carers must contact the school office if they need to communicate with their child.

Students will not access their personal mobile devices during the school day for communication purposes, unless an exception is granted.

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
- Hard copy available from school administration upon request.

Related Policies

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

- [Student Wellbeing and Engagement Policy](#)
- [Digital Learning Policy](#)
- [1:1 Chromebook Policy](#)

Evaluation

This policy will be evaluated every three years, unless required earlier:

Mobile Device Policy

Ratified by School Council 2026



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| Policy last reviewed | February 2026 |
| Consultation | School Council Community |
| Approved by | Principal |
| Next scheduled review date | 2029 |

STUDENT MOBILE DEVICE AGREEMENT

- This agreement is to be completed by all students and their parents/carers, who intend on having a mobile device on the school's premises.
- The document is to be read together by the student/s and their parent/carer at home, signed and returned to school.
- Not abiding by any terms of this agreement outlined below may result in confiscation of the mobile device and a review of student privileges.

Definitions

CPS - Coatesville Primary School

Mobile device - a portable computing device including but not limited to mobile phones, smartphones, tablets, watches or wearables with communication and connectivity capabilities.

Leadership team - Principal, Assistant Principals and Leading Teachers.

Preamble

CPS understands that students may bring mobile devices to school, particularly if they are travelling independently to and from school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can speak with their child quickly at any time.

It is the responsibility of students who bring mobile devices onto school premises to adhere to the guidelines outlined in the Mobile Device Policy and in this agreement. The decision to provide a mobile device to students should be made by their parents/carers. Parents/carers should be aware if their child brings a mobile device onto school premises. Students will not have permission to bring mobile devices onto school premises during school hours until the acknowledgement page of the Student Mobile Device Agreement has been signed by the student and a parent/carer and returned to the student's class teacher.

Read over this agreement with your child and have a discussion regarding their responsibilities.

Parents:

Parents are expected to support the school's policies and standards in relation to mobile devices being brought onto school premises or to school activities (extra-curricular activities).

Conditions of use:

1. Mobile devices must be switched off prior to the start of the school day.
2. Mobile devices must be handed to school staff at the beginning of the school day.
3. Mobile devices will be stored in a locked container and returned at the end of the school day.
4. Mobile devices remain the responsibility of the owner.
5. Student mobile phone numbers must be provided and recorded on CASES21 for emergency purposes only.

STUDENT MOBILE DEVICE AGREEMENT

During school hours, mobile devices must:

- be stored in lockable storage containers provided by the school
- be switched off
- only be used if students are given permission by a member of the Coatesville Leadership Team.

If a student is given permission from a member of the Coatesville Primary School Leadership team, mobile devices must not be used:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or device calls
- to engage in 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 toilets, changing rooms or gym
- during assessments.

Mobile devices are the owner's responsibility and not that of the school.

Mobile devices are not permitted on excursions, incursions or school camps. On these days students will be asked to remove their mobile devices from their bags and place in a lockable storage container prior to leaving the school grounds.

Student/Parent/Carer:

- I have read the *Mobile Device Policy* and the *Student Mobile Device Agreement* of Coatesville Primary School and we have discussed the content.
- I agree with the conditions relating to students having mobile devices at Coatesville Primary School.
- I understand that any damage that happens to my child/ren's mobile device at school whilst stored away is not the responsibility of Coatesville Primary School.
- I give permission for my child to have a mobile device on school premises.

Unacceptable Use of Mobile Devices on School Premises

- If a student brings a mobile device to school without a signed Student Mobile Device Agreement, their device will be collected and stored until the end of the school day. Whilst every care is taken to ensure the mobile device is kept safe, Coatesville Primary School is not responsible for any loss or damages to the items.
- Restorative practices will be tailored to meet specific concerns related to a breach of this agreement and any breach will result in review of student privileges in consultation with the Principal and/or delegate and parents/carers.
- In the event of a serious breach or repeated offences parents/carers will be informed and the mobile device will be confiscated and returned at a suitable time, which will be determined by the Principal and/or delegate.

NAME OF STUDENT: _____ **GRADE:** _____

STUDENT SIGNATURE: _____

STUDENT MOBILE PHONE NUMBER: _____

PARENT/CARER NAME: _____ **PARENT/CARER SIGNATURE:**

_____ **DATE:** _____