

MOBILE PHONE AND PERSONAL DEVICE POLICY - 2026

Last updated: January 2026

Purpose

This policy sets out clear expectations for the safe and appropriate management of mobile phones and personal electronic devices by students at Risdon Park Primary School. The aim is to:

- Maintain a focus on learning,
- Enhance student wellbeing and safety,
- Prevent distraction and minimise risks such as cyberbullying and privacy breaches.

Primary students do not require personal mobile phones for school-related purposes. Allowing devices on site increases potential risks to safety, learning, and wellbeing.

This policy is based on the South Australian Department for Education's state-wide [Student use of mobile phones and personal devices policy](#), specifically addressing primary school requirements.

Scope

This policy applies to all students:

- On school grounds during school hours,
- At any school-organised or supervised activity, including excursions, camps, or school-related before/after-school care held onsite.

Definitions

- Mobile phone: A personal device for telecommunications (calling, texting, internet).
- Personal device: Any device capable of communication or independent internet access (e.g., smartwatches, tablets).
- Exempted device: A device approved specifically for medical or educational support reasons by the principal.

Expectations

- Students must turn off mobile phones/devices before entering the school grounds and hand them in to the front office on arrival.
- Devices are securely stored and returned to students only at the end of the school day or when signed out early by a parent/carer.
- Students are not permitted to access devices during breaks, at any time during the school day, or on excursions/camps unless an exemption is granted for medical or support reasons.

Exemptions

Exemptions are granted only for:

- Verified medical requirements (e.g. insulin monitoring, communication devices for diagnosed needs).
- Formal learning adjustments (with special education/leadership team approval).

Families must apply for exemptions in writing to the principal, and will receive confirmation if approved.

Parent Contact

- Parents/carers wishing to contact their children during school hours must do so through the front office.
- Students are not permitted to use personal devices to contact family during school hours, including for changes to pick-up, after-school arrangements, or emergencies unless authorised by staff.

Procedures: Device Storage and Handling

- Devices are to be signed in upon arrival at the front office and stored in a secure, staff-only accessible area.
- Students may collect their devices only at the end of the school day or when legitimately signed out by a parent/carer.
- Students leaving during school hours for appointments may collect their device from the front office.

Unauthorised Use

If a student is found with or using a device without an approved exemption:

1. The device will be confiscated and stored at the office until the end of the school day.
2. Parents/carers will be notified.
3. Repeated breaches will result in a meeting with the student, family, and school leadership to discuss further strategies or consequences, aligned with the Behaviour Support Policy.

Serious breaches, including using devices to take photos or recordings of others, will be dealt with as per the Behaviour Support Policy and may involve further disciplinary action.

Roles and Responsibilities

Students

- Hand in personal devices to the front office before school.
- Not attempt to access stored devices during the day.
- Not use devices to contact family/friends, take photos or record audio/video.
- Respect privacy, safety, and all school expectations.

Parents and Carers

- Support and reinforce the school's policy.
- Ensure children do not bring unnecessary devices to school.
- Understand and use school communication channels for urgent contact.

- Apply for exemptions where a genuine need exists.

Staff

- Model appropriate technology use.
- Strictly enforce device management procedures.
- Respond to breaches consistently.
- Keep exemption information confidential and support relevant students with empathy.

Communication and Education

- The policy is distributed annually to families, referenced at enrolment, and explained to students at the start of every year.
- Updates or reminders are provided via the school website, newsletter, and school assemblies.
- Digital citizenship and responsible use of technology are taught as part of classroom learning, without students' personal devices.

Review and Continuous Improvement

This policy is reviewed every two years, or in response to updates in legislation or department policy, and in consultation with the Governing Council.

Policy Information

<i>Person Responsible:</i>	<i>Last Updated:</i>	<i>Version:</i>
Principal	January 2026	1.0

2026 Mobile Phone and Personal Device Policy: Parent/Carer and Student Acknowledgement

Please take the time to read this policy with your child. After reviewing together, complete the details below and return this signed form to your child's class teacher or the front office.

By signing below, you acknowledge that:

- You have read and understand the Risdon Park Primary School Mobile Phone and Personal Device Policy.
- You and your child understand the expectations regarding mobile phone and device use at school, including safe storage, non-use during the school day, and consequences for policy breaches.
- You and your child agree to follow and support implementation of this policy.

Student Name:	
Class/Homegroup:	
Student Signature:	
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	

Please return this signed form to your child's class teacher or the school front office as soon as possible. Thank you for supporting our safe and focused learning environment.

FOR OFFICE USE ONLY		
Date Received:	Received by (Staff Name):	Entered into Records (Y/N):
Notes (if needed):		