Henley Brook
PRIMARY SCHOOL

Mobile Phone Policy

- *Updated 18 August 2026*

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Purpose

This policy is to inform the Henley Brook Primary School (HBPS) community of the management of mobile phones at our school. ***In this policy, the term 'mobile phones' includes smart watches, personal electronic devices and associated listening accessories, such as, but not limited to, headphones and ear buds.***

This policy has been developed in accordance with the Department of Education's 'Student Mobile Phones in Public Schools Policy'.

Department of Education Requirements

The Department of Education does not permit the use of mobile phones in public schools unless for a medical or teacher directed educational purpose.

In primary schools, students are not permitted to have a mobile phone in their possession during the school day and must store their device in an appropriate location determined by the school.

Mobile Phones at HBPS

HBPS recognises that an increasing number of parents/carers, who for safety, security and/or emergency purposes, wish to provide their children with mobile phones.

At HBPS, the use of mobile phones for all students is not permitted from the time they enter the school grounds, to the time they exit at the conclusion of the school day. Therefore, mobile phones are not to be used before school, or during break times. Students are not permitted to have mobile phones in their possession during the school day.

Student mobile phones must be switched off upon arriving at the school gates and immediately placed in student bags. Watches with capabilities beyond telling the time, must be switched to 'aeroplane mode' and stored in student bags.

School staff are not responsible for collecting or storing mobile phones during the school day. The school has no liability should a student's device be lost, damaged or stolen. All student devices should be labelled with the child's first and last name.

Exemptions and Communication

Exemptions to this policy are made for students who require a mobile phone to monitor a health condition. This will be outlined in their school approved health plan.

Communication

HBPS has duty of care for all students when they are attending the school. Any required communication between parents/carers and students, during school hours, will be facilitated by the school's administration team.

Breaches of this policy

Students who do not comply with HBPS Mobile Phone Policy are required to hand their mobile phone to the requested school staff member and it will be held securely at the administration office. The student's parent/carer will be informed of the breach and requested to collect the mobile phone at their earliest convenience.

In the case of repeated breaches of this policy, the principal may request the withdrawing of the mobile phone from the school for a determined period or permanently.

Further action, in accordance with the HBPS Student Behaviour and Engagement Policy, may be required depending on the circumstances of the breach or if repeated breaches occur. All breaches of the HBPS Mobile Phone Policy will be documented on Compass.