

OFFICIAL



2026 Student Use of Mobile Devices Guidelines & Procedures



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Policy Requirements

The Education Department of Western Australia's Student Mobile Phones in Public Schools Policy 2020, which included a review and update in 2023.

Implementation of this policy is reflected within this document. The rules regarding the use of mobile electronic devices at Narrogin Primary School are in keeping with the code of conduct and departmental policy.

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

At Narrogin Primary School, we are committed to maintaining a safe, inclusive and focussed learning environment aligned with our STARR expectations:
Safety, Tolerance, Academic Excellence, Respect and Responsibility.

It is not a requirement of Narrogin Primary School for students to have a mobile phone at school.

Narrogin Primary School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This guideline and procedure detail the conditions under which mobile phones are permitted at Narrogin Primary School.

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. Mobile phones and personal electronic devices can pose risks to student wellbeing, privacy and learning.

While it is recognised that cyber-bullying mainly occurs outside school time, banning the use of mobile phones will allow students to 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.

Definitions

For the purpose of these Guidelines and Procedures, *personal electronic devices* include:

- Mobile phones
- Smart watches (with communication capability)
- Tablets and handheld gaming devices
- Earbuds / headphones connected to devices
- Recording devices

Narrogin Primary School has a duty of care for all students when they are attending school. All communication between parents and students, during school hours, should only occur via the School Office.

Conditions of Use

Once entering the school grounds, students must ensure:

- All electronic devices are to be switched off and handed into the School Office
- smart watches must be in 'aeroplane mode' so that phone calls and messages cannot be sent or received during the school day.

The prohibition of the use of mobile phones applies to all students from the time they arrive to the conclusion of the school day (**off and away all day**) unless the student has been granted an exemption.



Examples of Medical Purposes for Mobile Devices

Exemptions to this ban include where a student requires a mobile phone to monitor a health\condition.

- monitoring blood pressure
- monitoring blood sugar level

Approval must be granted from the principal by a parent/carer for the use of the Mobile Phone at school as a part of a Student Health Care Plan.

Parents/Carer will need to complete an **Application for Student Use of Mobile Phone or Device**, (Appendix 1)

Storage and Safekeeping

Narrogin Primary School will store all student mobile phones using an identification and storage process in the School Office.

The school does not accept any responsibility for the safekeeping of devices unless they are handed in to the school office.

Students are advised NOT to keep mobile phones or devices in school bags.

Mobile devices must be switched off and taken to the School Office before the commencement of the school day.

Students are required to hand in mobile devices to the School Office staff at the start of the day for safekeeping. Students will need to sign in and out their mobile device at the School Office.

Students can collect their mobile devices at the end of the school day.

Narrogin Primary School will securely store student mobile devices during the school day.

Breaches of these Guidelines and Procedures

Breaches of these Guidelines and Procedures will be managed in accordance with the Narrogin Primary School Behaviour Guidelines and Procedures.

First Instance	Device confiscated and put into storage as per school process. Warning issued. Parents notified Student permitted to collect at the end of the school day. Recorded in Compass as a behaviour breach.
Second Instance	Device confiscated and held in administration. Electronic device will not be returned to the student. Parent/carer informed and requested to collect the mobile phone at their earliest convenience. Recorded in Compass as behaviour breach.
Third Instance	Device confiscated and held in administration. Electronic device will not be returned to the student. Parent/carer informed and requested to collect the mobile phone at their earliest convenience. Recorded in Compass as behaviour breach. Student required to undertake a short education session.
Repeated / Serious Breach	Device confiscated and held in administration. Electronic device will not be returned to the student. Parent/carer informed and requested to collect the mobile phone at their earliest convenience. Withdrawal of privilege to bring device to school for a designated period of time. Further disciplinary action, in accordance with Narrogin Primary School Behaviour Guidelines and Procedures. Recorded in Compass as behaviour breach. Student required to undertake an education session.

Parents/carers and students are reminded that no liability is accepted by the school in the event of loss, theft or damage of any electronic device.

Appendix 1

APPLICATION FOR STUDENT USE OF A MOBILE PHONE OR DEVICE

Student Name	
Year Level	
Class/Room	
Parent Name	
Parent contact number	

Reason for request an exemption to bring a mobile device to Narrogin Primary School.

<input type="checkbox"/> Medical Requirement	Please indicate medical condition
	<input type="checkbox"/> Included in Medical Management Plan Please attach any necessary documentation to support application

Device Type	
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Device used ONLY for CGM, pump communication, alerts, and carbohydrate calculation.

Mandatory Restrictions:

Restrictions	Parent Confirmation Signature/Initial
ALL non-diabetes apps removed or locked	
ALL social media inaccessible	
Internet/data disabled where possible	
Messaging restricted to medical use only	

MOBILE PHONE CONTRACT Supervision:

Time	Action	Parent Consent Signature/Initial
Daytime	Phone held by staff	
Activities	Staff monitor CGM	
Random Checks	Deputy Principal	

Approval is subject to agreement of the following:

I agree for the Device will only be used to support the above-mentioned medical condition only.

I understand and agree to the conditions outlined in the Narrogin Primary School Mobile Phone in Public Schools Guidelines and Procedures.

I acknowledge that failure to comply may result in loss of privilege.

Student signature		Date	
Parent / carer signature		Date	
Approval		Date	
Principal / Delegate Name			
Principal / Delegate signature		Date	

Office Use Only

Recorded on Compass		Date	
School Officer		Date	

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