

# MOBILE DEVICE USAGE POLICY

All Out of School Hours Care (OSHC) Services have an obligation to provide a safe environment in which school age children are able to engage in a range of play activities and join in a variety of cultural, artistic and leisure experiences. Such experiences allow children to interact with friends, practice social skills and solve problems.

The use of mobile phones in primary schools has recently been a subject of much debate and educational review- for example: Centre of Education Statistics and Evaluation (CESE) and Review into the non-education use of mobile devices NSW- report (2018). There is a growing conversation raised by teachers, parents, educators and the media about the effect of non-educational uses of mobile digital devices on student learning and social interaction including cyberbullying, exposure to harmful material and mental and physical health.

We acknowledge the shared responsibility of supporting school policy and respect the collaborative partnerships we have formed with our feeder primary schools and families. Our Out of School Hours Care (OSHC) Service will implement a mobile phone policy from 28/01/2025.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
155	Interactions with children

## RELATED POLICIES

Behaviour Guidance Bullying Policy Children's Belongings Policy Child Protection Policy Child Safe Environment Policy Cyber Safety Policy	Interactions with Children, Family and Staff Policy Orientation of Families Policy Privacy and Confidentiality Policy Photograph Policy
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## PURPOSE

To ensure compliance with the National Quality Standard and National Regulations we aim to provide an environment that is safe for all students at all times. The outcomes of the *'My Time, Our Place'* Framework are reflected in our policy to ensure the OSHC environment is supporting children's emotional wellbeing, physical safety and cyber safety.

## SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

## IMPLEMENTATION

We understand and accept that parents often provide a mobile device for their child/ren to provide personal security and safety whilst they travel to and from school. Additionally, some schools have a Bring Your Own Device (BYOD) policy to provide opportunities for students to engage in the curriculum and therefore students *may* have a mobile device with them when they attend OSHC.

However, within our Service, mobile devices are **not** permitted to be utilised as we provide a balance of activities for students where a mobile device is not required. Some children with a disability or health condition, may rely on the use of a mobile device for support needs will be exempt from this restriction. Exemptions must be made to Management or the Approved Provider and clearly documented in the child's enrolment record.

Should students require internet access to complete homework assignments whilst attending Out of School Hours Care they will be able to access computers and other technological devices within our Service.

## THE APPROVED PROVIDER/NOMINATED SUPERVISOR/EDUCATORS WILL ENSURE:

- children, families and carers attending Out of School Hours Care (OSHC) adhere to the policy

- any external communication is supervised and made using the OSHC registered phone
- parents/carers can access the OSHC phone number to make contact if required
- children do not use their mobile device whilst attending OSHC, including attending excursions and/or incursions
- if smartwatches are allowed to be worn, they should be turned to aeroplane mode to prevent notifications and other disruptive notifications
- the OSHC takes no responsibility for mobile devices that are brought to the Service (this includes if mobile device is lost or is damaged).
- all mobile devices must be clearly labelled with the child's name
- consultation will be made with management and parents of a child who requires access to a mobile phone due to their disability or medical condition.

### STORAGE OF MOBILE DEVICES

If a child must bring a mobile device to OSHC for any reason, it will be stored in one of the ways listed below:

- switched off and stored in a locked cupboard within the Service and collected by parents/carers at the end of the day
- turned off and stored in the child's school bag.

### CONSEQUENCES

In the event of a child using their mobile device without permission, the child will be directed to place the device in a locked cupboard for the remainder of the session and returned to the parent/carer at the end of the day.

Should the child be accessing inappropriate content or using the camera on the device without permission, written notification will be provided to parents advising them of the incident. The letter may also outline future restrictions to be imposed on the student's eligibility to have their mobile phone at the Out of School Hours Service at any time.

Any intentional misuse of a mobile phone for the purpose of online bullying or image-based abuse will be investigated and reported to relevant child protection authorities such as the Office of the [eSafety Commissioner](#).

## EDUCATIONAL JURISDICTIONS POLICY INFORMATION

VIC: <https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy>

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Mobile Device Usage Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

## SOURCE

Australian Children's Education and Care Quality Authority (ACECQA). NQF Online Safety. (2025)  
 Australian Government Department of Education (2022). [My Time, Our Place- Framework for School Age Care in Australia. V2.0](#)  
 Australian Government eSafety Commissioner  
 Australian Human Rights Commission (2020). *Child Safe Organisations*. <https://childsafe.humanrights.gov.au/>  
 Centre of Education Statistics and Evaluation (2018) *Impact of mobile digital devices in schools*  
 Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023).  
[eSafety Commissioner](#)  
 NSW Department of Education [Review into the non-education use of mobile devices in NSW](#). (2024).  
 Victorian Department of Education. (2019).  
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

## REVIEW

POLICY REVIEWED BY	Toni Vescio	Business Manager	26/08/2025
POLICY REVIEWED	JULY 2025	NEXT REVIEW DATE	JULY 2026
VERSION NUMBER	V7.07.25		
MODIFICATIONS	<ul style="list-style-type: none"> <li>annual policy maintenance</li> <li>added reference to mobile devices (including smartwatches)</li> <li>sources checked and updated as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
JULY 2024	<ul style="list-style-type: none"> <li>annual policy maintenance</li> <li>updated state policy re: mobile phone usage in schools</li> </ul>		JULY 2025
JULY 2023	<ul style="list-style-type: none"> <li>annual policy maintenance</li> <li>update of State/Territory policy re: mobile phone usage</li> </ul>		JULY 2024
JULY 2022	<ul style="list-style-type: none"> <li>policy maintenance - no major changes to policy</li> <li>minor formatting edits within text</li> </ul>		JULY 2023

	<ul style="list-style-type: none"> <li>hyperlinks checked and repaired as required</li> </ul>	
JULY 2021	<ul style="list-style-type: none"> <li>Minor edits</li> <li>inclusion of South Australia mobile phone bans in schools</li> <li>sources checked for currency</li> </ul>	JULY 2022
JULY 2020	<ul style="list-style-type: none"> <li>updated regulations</li> <li>additional related policies</li> <li>additional States banning mobile phones in primary schools added</li> <li>Policies related in individual educational jurisdictions added</li> <li>exemptions to use of mobile phone added</li> </ul>	JULY 2021
JULY 2019	New policy created for OSHC services	JULY 2020