



<b>MOBILE PHONE POLICY</b> <b>Kinglake West Primary School</b>		
<b>Policy Implementation Date</b> <b>July 2021</b>	<b>Review Date</b> <b>June 2022</b>	<b>Responsible for Review</b> <b>Education Committee</b>

### **Purpose:**

To explain to our school community the Department's and Kinglake West Primary School policy requirements and expectations relating to students using mobile phones and other personal mobile devices (such as smartwatches, etc.) during school hours.

### **Scope:**

This policy applies to:

1. All students at Kinglake West Primary School and,
2. Students' personal mobile phones and other personal mobile devices (such as smartwatches, etc.) brought onto school premises during school hours, including recess and lunchtime.

### **Definitions:**

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. "For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches."

### **Guidelines for Implementation:**

Kinglake West Primary School understands that students may bring a personal mobile phones and other personal mobile devices (such as smartwatches, etc.)to school, particularly if they are travelling independently to and from school.

At Kinglake West Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

### **Personal mobile phone use**

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Kinglake West Primary School during school hours, including lunchtime and recess, unless an 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.

### **Secure storage**

Mobile phones and other personal mobile devices (such as smartwatches, etc.) owned by students at Kinglake West Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Kinglake West Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phones and other personal mobile devices (such as smartwatches, etc.) to school, Kinglake West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kinglake West Primary School students are required to hand their phones and smart into the school administration office to be placed in a lockable safe.

### **Enforcement**

Students who use their personal mobile phones and other personal mobile devices (such as smartwatches, etc.) inappropriately at Kinglake West Primary School may be issued with consequences consistent with our school's existing student engagement. At Kinglake West Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phones and other personal mobile devices (such as smartwatches, etc.):

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate 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 the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

### *Health and wellbeing-related exceptions*

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

Where an exception is granted, the student can only use the mobile phone and other personal mobile devices (such as smartwatches, etc.) for the purpose for which it was granted.

## Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## Related Policies/Documents: