



MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9584 5805, via email at kingston.heath.ps@education.vic.gov.au, or visit our Administration Office in person.

PURPOSE

A mobile phone ban is in place for students in all Victorian government schools. This policy explains to our school community the Department's and Kingston Heath Primary School's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Kingston Heath Primary School and,
2. Students' personal mobile phones and other personal mobile device 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.

Other personal mobile devices that may connect to or have a similar functionality to a mobile phone such as smart watches and iPads, are also referred to in the below policy.

POLICY

Kingston Heath Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Kingston Heath 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 Kingston Heath 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 owned by students at Kingston Heath 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, and the student's parents/carers agree with their child/ren bringing the device to school. Please note that Kingston Heath 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. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Kingston Heath Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kingston Heath Primary School students are required to store their phones in the school's Administration Office. Each device will be stored in a named ziplock bag provided by the school, and stored securely between the hours of 9:10am-3:20pm. The Administration Office will generally be open between 8:45-9:10am for students to hand in their mobile phones, and between 3:30-3:45pm for collection at the end of the day. The Administration Office will accept mobile phones being handed in or collected during the school day on an as-required basis, for example students arriving late to school or leaving early.

Enforcement

Students who use their personal mobile phones inappropriately at Kingston Heath Primary School may be issued with consequences consistent with our school's existing student engagement and wellbeing policies and processed.

At Kingston Heath 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 phone:

- 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

Schools will enforce the policy under their existing student engagement policies, for example, through detention or a loss of school-based privileges, where students fail to comply with the local school policy on mobile phones, including if they refuse to relinquish their phones to school staff when asked.

Where students have relinquished their mobile phones to school staff, schools are expected to return them to the student or parent/carer at the end of the school day. This is to support student safety when travelling to and from school, during which times carrying a mobile phone may help to manage risks of harm. For example, a mobile phone will not be withheld from a student ‘overnight’ as a form of consequence.

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:

1. Learning-related exceptions

Kingston Heath Primary School will never allow the use of mobiles phones for learning-related activities during school hours.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a specific health condition	May be approved in rare circumstances as part of a Student Health Support Plan
Students who are Young Carers	May be approved in specific circumstances and a localised student record will be kept

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Camps, excursions and extracurricular activities	<p><i>Kingston Heath Primary School will not allow the use of mobiles phones for excursions or camps, unless a specific arrangement is made as per the below information.</i></p> <p>Students attending an excursion or camp should either not bring their mobile phone to school, or store it throughout the school day as would be the case for a regular school day.</p>

<p>When students are offsite (not on school grounds) and NOT attending the school site for any part of the day. For example, an excursion where attendees meet the staff member/s at public transport.</p>	<p>May be approved in rare circumstances, and accompanied by a documented Risk assessment. In these instances, storage and transport of the device will be the responsibility of the child (e.g. in their school bag). A staff member will be responsible for ensuring the device is switched off at the start of the day, and monitor to ensure students do not use these during the day until such time as they are dismissed or picked up by a parent/carer. The student must not access or use the device at any point during the day, including during transit when part of the school group (i.e. at any stage whilst under the care and supervision of school staff).</p>
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Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Other Personal Devices

Wearable devices - including smartwatches

Such devices should be treated in the same way as mobile phones and should preferably be left at home, or handed in to the office each morning. Students may be allowed to wear a device such as a smartwatch if certain conditions are met in consultation with the student's parents/carers. The school may seek clarification from parents/carers if students are wearing a device during school hours and ensure safeguards are in place to disable features such as the internet or communication (e.g. the ability to turn OFF network connectivity such as 3G/4G during school hours). If the school is unable to seek clarification from a parent/carer, the device will be stored securely in line with the expectations for mobile devices in this mobile phone policy until either contact can be made with a parent/carer or the end of the school day.

Other technology - including iPads and laptops

These are only to be used in an approved way and in line with the ICT User Agreement, which must be signed by every student and a parent/carer prior to technology being used at school.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (e.g. TheirCare before/after school care or Holiday Programs)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices (except as specified above)
- iPads and all other personal devices (except as specified above)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter at least annually, or when changes to the policy are made
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

Kingston Heath Primary School related policies:

All available via <https://khps.vic.edu.au/about-us/#policies> including:

- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Digital Learning Policy
- Personal Property Policy
- Student Wellbeing and Engagement Policy
- Photographing, Filming and Recording Students Policy

Department of Education related policies:

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	<ul style="list-style-type: none">● Senior students (Years 5 and 6)● School Council● School Improvement Team● School Administration Team
Approved by	Principal
Next scheduled review date	March 2027