

Mobile Phone Policy

Koroit and District Primary School

PURPOSE

To explain to our school community the Department's and Koroit and District Primary School's (KDPS) policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at KDPS and
2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

SUMMARY

- From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored in the office during school hours.
- For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher. Exceptions must be documented.
- Where students bring a mobile phone to school, the school must provide secure storage.
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At KDPS:

- 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 office.
- Students are not permitted to use the messages or any other communication platform on any device during school hours (including iPads and watches).

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 KDPS 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 KDPS 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 KDPS 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, KDPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At KDPS students are required to hand their phones into the school administration office to be placed in a lockable cupboard.

Personal Goods policy.

<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/personalgoods.aspx>

Where students bring a mobile phone to school, KDPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

Enforcement

Students who use their personal mobile phones inappropriately at KDPS may be issued with consequences consistent with our school's existing student wellbeing and engagement policies. Any actions will comply with the Department of Education's Ban, Search and Seize Harmful Items policy.

At KDPS inappropriate use of mobile phones or any messaging platform 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

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

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

KDPS extends the mobile phone ban to camps. Students are not to bring or use mobile phones on school camps.

Exclusions

This policy does not apply to

- Out-of-school-hours events (except school camps)
- Travelling to and from school

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [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	2024
Consultation	Policy Committee, school staff and school council
Approved by	Principal
Next scheduled review date	2028



I learn • We belong • Together we achieve