



Mobile Phones- Student Use Policy



Help for non-English speakers

If you need help to understand this policy, please contact Kororoit Creek Primary School (KCPS) at kororoit.creek.ps@education.vic.gov.au.

Purpose

To explain to our school community the Department's and Kororoit Creek Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

Scope

This policy applies to:

1. All students at KCPS
2. Students' personal mobile phones and other personal mobile devices brought onto school premises (the premises is defined by the boundary of the school)

Definitions

A **mobile phone** is a telephone or smart phone or smart device with access to a cellular (telecommunication) system, with or without a physical connection to a network. This includes smartwatches.

Policy

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

At KCPS:

- 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 a specific arrangement has been made with the Principal or Assistant Principal
- 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 KCPS 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 KCPS 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 KCPS 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, KCPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At KCPS students are required to store their phones as follows:

- Year Prep to Yr2 students, mobile phones and smart watches will be taken to the office to be stored
- Year 3 to 6 students, will put any devices in a locked drawer or cupboard in the classroom office space

Enforcement

Students who use their personal mobile phones inappropriately at KCPS will have their device confiscated until the end of the school day and parents will be contacted. For repeated occurrences the phone will be confiscated and parents will be contacted and arrangements made to collect the phone.

At KCPS, inappropriate use of mobile phones is **any use during school hours including school camps** 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 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:

1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. 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 for the purpose for which it was granted.

Camps, excursions and extracurricular activities

KCPS will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones and other mobile devices. Students, parents and carers will be advised of alternative methods of communication during camps.



Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- out-of-school-hours events
- travelling to and from school
- school iPads

Communication

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

- available publicly on our school's website
- included in our school newsletter
- discussed at annual staff briefings/meetings
- hard copy available from school administration upon request

Related policies and resources

- [Bullying Prevention Policy](#)
- [Personal Property Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items – Department policy](#)
- [Personal Goods – Department policy](#)

Policy review and approval

Policy last reviewed	12 March 2024
Consultation	Principal Team – 12 March 2024
Approved by	Principal
Next scheduled review date	12 March 2027 [the recommended minimum review cycle for this policy is 3 to 4 years]

