

MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact Kingswood Primary School at kingswood.ps@education.vic.gov.au

PURPOSE

To explain to our school community the Department and Kingswood Primary School's policy requirements and expectations relating to students using mobile or wearable smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Kingswood Primary School and,
2. Students' personal mobile phones or wearable smart watches 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.

A wearable smart watch is one that can connect to a phone or act independently via cellular (telecommunication) system, with or without a physical connection to the network.

POLICY

Kingswood Primary School understands that students may bring a personal mobile phone or wearable smart watches to school, particularly if they are travelling independently to and from school.

At Kingswood:

- Students who choose to bring mobile phones or wearable smart watches 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 Policy](#) issued by the Minister for Education, personal mobile phones or wearable smart watches must not be used at Kingswood 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 or wearable smart watches for the purpose for which the exception was granted, and in a safe, ethical, and responsible manner.

Secure storage

Mobile phones or wearable smart watches owned by students at Kingswood 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 or wearable

smart watches to school unless there is a compelling reason to do so. Please note that Kingswood 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 [Personal Goods policy.](#)

Where students bring a mobile phone or wearable smart watches to school, Kingswood Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kingswood Primary School students are required to store their phones or wearable smart watches in the teacher drawer in classrooms that are locked when teachers are not present.

Enforcement

Students who use their personal mobile phones or wearable smart watches inappropriately at Kingswood Primary School may be issued with consequences consistent with our school's [Student Engagement and Wellbeing policy.](#)

At Kingswood Primary School inappropriate use of mobile phones or wearable smart watches 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 assessment

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - a) Health and wellbeing-related exceptions; and
 - b) 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 Policy.](#)

The three categories of exceptions allowed under the Department's [Mobile Phones 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 Learning Plan, 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:
Kingswood Primary School 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.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices

RELATED POLICIES AND RESOURCES

- [Claims for Property Damage and Medical Expenses](#)
- [Reporting and Managing School Incidents](#)
- [Student Engagement](#)

REVIEW PERIOD

Policy last reviewed	March 2022
Approved by	Facilities and Community Engagement Sub Committee
Next scheduled review date	March 2026