STAFF USE OF PERSONAL DEVICES POLICY AND PROCEDURE

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 expectations relating to staff use of personal mobile phones at Kingswood Primary School and the process for seeking approval to use other technological devices to support student learning or wellbeing.

SCOPE

This policy applies to all staff employed or engaged at Kingswood Primary School, including casual relief teachers and pre-service teachers.

POLICY

Use of staff personal devices at school

Staff may only use their personal mobile phones while supervising and working with students where a school device is not available and for the purposes below:

- to record themselves or other teachers to discuss with Professional Learning Communities, or
- Have on hand whilst performing supervisory duties on duty, at excursions and on camps to seek urgent medical care for a student)or seek other urgent support from other school staff.

Staff must consider whether consent has been provided for specific students before using a device for the purposes set out above and must ensure photographs are not taken of students if consent has been withheld. Records of consent are held at Kingswood Primary School.

In addition, staff may use their personal mobile phone to respond to an emergency (e.g. to seek urgent medical care for a student) or seek other urgent support from other school staff.

Staff may only use their Apple personal computers for the purpose of doing their job just as those using department issued Windows based devices do.

Staff must comply with relevant school and department policies at all times when using their personal mobile phone or computers at school, including Kingswood Primary School's:

- Photographing, Filming and Recording Students Policy, which includes guidance on when photographs of students may be taken and requirements to upload photographs to the school's secure system as soon as reasonably practicable and within a week and then immediately delete them from the school device, and
- Child Safety Code of Conduct.

Using other devices to support student learning or wellbeing

If staff wish to use other communication or technological devices or applications or to support student learning or wellbeing, they must first seek approval from the school leadership team.

Requests will be discussed at School Improvement Team (SIT) meetings and decisions will be recorded in the meeting minutes and communicated to all staff and to families via Compass.

COMMUNICATION

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

- Available publicly on our school's website
- Included in the staff handbook
- Discussed at staff briefings and meetings, as required

RELATED POLICIES AND RESOURCES

- Photographing, Filming and Recording Students Policy – Kingswood Primary School
- Child Safety Code of Conduct – Kingswood Primary School
- Child Safety and Wellbeing Policy – Kingswood Primary School
- Photographing, Filming and Recording Students — Department of Education
- Child Safe Standards — Department of Education
- Reportable and Notifiable Conduct — Department of Education
- Privacy and Information Sharing – Department of Education

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Consultation	School Council and Parent Community June 2026

Approved by	Principal
Next scheduled review date	Term 2 2029