

### Rationale

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Keysborough College during school hours, including lunchtime and recess, unless an exception has been granted (see 'Exceptions' section below).

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.

### Aims

To explain to our school community the Department's and Keysborough College policy requirements and expectations relating to students using mobile phones during school hours

### Implementation

#### Definition of a mobile phone:

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

#### School hours

School hours will be defined as being from the time a student enters the school grounds at the start of their school day until the time that they leave the school grounds at the end of their school day.

Should a student remains after school hours to participate in a school organised activity such as 'Study Buddies', Performance Rehearsals or Sport Team Practice, these events shall be considered out of school hours and students will be permitted to be in possession of their mobile phones primarily for the purpose of contacting parents and must not use them for any of the actions listed under [Enforcement](#) below

#### Scope

This policy applies to:

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

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

At Keysborough College:

- 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.

### Secure storage

Mobile phones owned by students at Keysborough College 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 Keysborough College 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 to school, Keysborough College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Keysborough College students are required to store their phones in their lockers or if they do not have access to their locker, then handed into the sub-school Front of House office or Campus General Office to be placed in a lockable cupboard.

### Enforcement

Students who use their personal mobile phones inappropriately at Keysborough College may be issued with consequences consistent with our school's existing Student Engagement and Inclusion Policy. Any enforcement option will comply with the Department's [Ban, Search and Seize Harmful Items](#) policy (see link below) relating to 'other items' which states that staff "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct."

At Keysborough College 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

### Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Learning Related exceptions
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- May only be granted by the College Principal in accordance with the Department's [Mobile Phones Policy](#).

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

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

#### **1. Learning-related exceptions**

*For specific learning activities (class-based exception):*

For a mobile phone to be used for a specific classroom activity this must be identified in the curriculum documentation for that subject or unit of work.

*For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty:*

As part of an Individual Learning Plan or Individual Education Plan Keysborough College will provide students, their parents/ carers and teachers with information about the permitted use of a personal mobile phone.

## **2. Health and wellbeing-related exceptions**

*For students with a health condition:*

As part of a Student Health Support Plan Keysborough College will provide students, their parents/ carers and teachers with information about the permitted use of a personal mobile phone.

*For Students who are Young Carers:*

As part of a Localised Student Record Keysborough College will provide students, their parents/ carers and teachers with information about the permitted use of a personal mobile phone.

## **3. Exceptions related to managing risk when students are offsite**

*When students are offsite:*

Keysborough College 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.

For example:

- Travelling to and from excursions
- Students on excursions and camps
- When students are offsite (not on school grounds) and unsupervised with parental permission
- Students with a dual enrolment or who need to undertake intercampus travel

### Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at a location out of the school

### **Related policies and resources**

Keysborough College Policies

- Bullying and Harassment Policy
- Acceptable Use of ICT Agreement
- Student Engagement and Inclusion Policy

DET Policies

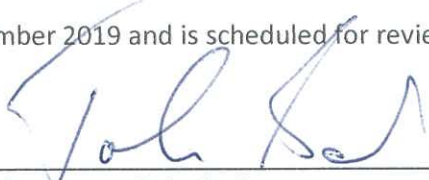
- Personal Goods – Department policy  
<https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx>
- Mobile Phones – Department Policy  
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>
- Acceptable Use Of ICT Policy – Department Policy  
<https://www.education.vic.gov.au/hrweb/Pages/acceptableuse.aspx>
- Ban, Search and Seize Harmful Items

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/property.aspx>

## REVIEW CYCLE

This policy was last updated December 2019 and is scheduled for review by December 2022.

Signed:



John Baston, Principal

Signed:



Carol Williams, School Council President

This policy was ratified by School at the meeting of:

14<sup>th</sup> April 2020