

MOBILE PHONE POLICY

PURPOSE

To explain to our school community, the Department's and Keilor Downs College'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 Keilor Downs College and,
2. Students' personal mobile phones and other personal mobile devices 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. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone (including smart watches with cellular capability).

POLICY

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

At Keilor Downs College:

- Students who choose to bring mobile phones to school must have them switched off and **securely stored in their locker during school hours**. School hours is defined as the time students enter the school grounds until the end of the school day.
- 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 on 9365 8000.

Personal mobile phone use

In accordance with the directions issued by the Minister for Education, personal mobile phones must not be used at Keilor Downs College 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 Keilor Downs 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 Keilor Downs 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 Keilor Downs College's *Personal Property Policy*.

Where students bring a mobile phone or any other smart device to school, Keilor Downs College will provide secure storage in the form of student lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. It is the student's responsibility to firmly secure their locker. Students should ensure that they do not share their locker codes with others.

Enforcement

Students who use their personal mobile phones inappropriately at Keilor Downs College may be issued with consequences consistent with our school's existing student engagement policies *see Student Wellbeing and Engagement Policy and/or Bullying Prevention Policy*.

At Keilor Downs 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

Students who use their mobile phone during school hours will have their phone **confiscated** and left at the General Office to be picked up at the end of the day. If this becomes a recurring issue parents may be required to pick up the phone and/or the student may be asked to hand it in at the office or house at the start of the day or told not to bring the phone to school at all.

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 class.

The three categories of exceptions allowed are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence, Risk Assess
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

Keilor Downs 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.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement Policy*
- *Personal Property Policy*
- *Bullying Prevention Policy*

REVIEW PERIOD

Policy last reviewed	October 2022
Approved by	<i>Linda Maxwell</i>
Next scheduled review date	October 2025