



## KPPS Template Policy

### Rationale:

Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

### PURPOSE

To explain to our school community the Department's and Kingsley Park 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 Example School and,
2. Students' personal mobile phones [and other personal mobile devices]

### 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 such as smart watches."]

### POLICY

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

At Kingsley Park:

- 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)
- Students with BYO iPad devices must have notifications switched off once they are on school premises
- When emergencies occur, or messages need to be passed on to students during school hours, parents or carers must 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 **Kingsley Park** 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 Kingsley Park 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 Kingsley Park 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, Kingsley Park will provide secure storage in each classroom. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kingsley Park students are required to store their phones in a locked cabinet with their classroom teacher. It is the child's responsibility to hand it to the teacher each morning and collect it at the end of the day. It is the teachers responsibility to keep devices secure in a locked cabinet or drawer.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Kingsley Park may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and/or *Code of Conduct* policy.]

At Kingsley Park 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 assessments
- the school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities eg: excursions with change rooms, exam rooms, technology rooms, physical education classes etc.

Staff mobile phones must not cause disruptions to teaching classes or individuals, must not cause a nuisance to the smooth running of the school and must not be used whilst on duty, in class or outside except for learning purposes or in the case of emergency whilst on duty. Staff Personal mobile phones must not be used in classrooms during school times. Please ensure that they are set to silent and retrieval of voicemail messages occurs break times. Sending SMS text messages are not appropriate during teaching time. Mobile phones are to be switched off or set to silent during all meetings.

- If a student or staff member misuses a mobile phone at school or causes a nuisance, they will be brought to the attention of the Assistant Principal or Principal. The principal may revoke their privilege of bringing or using mobile phones whilst at school. Staff members may face

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disciplinary action if using their mobile phones whilst on duty or in charge of students unless in an urgent or emergency situation.

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.

### 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, 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 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	Risk assessment planning documentation



unsupervised with parental permission	
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**

Kingsley Park 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 how they can be used.

**Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC) – they have their own policies
- Travelling to and from school

**RELATED POLICIES AND RESOURCES**

- *Student Wellbeing and Engagement Policy, Code of Conduct and Child Safe Standards Policies, Bullying Policy*
- Mobile Phones — Student Use Policy
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses policy

**REVIEW PERIOD**

**Evaluation**

This policy will be reviewed as part of the school’s 3 year cycle or as needed to comply with DET policy changes.

**Certification**

This policy was endorsed by School Council in April 2019 and is scheduled for review in April 2022.