



Kingsley Park Primary School Mobile Phone and Device Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Kingsley Park Primary School on 03 9789 0077 or kingsley.park.ps@education.vic.gov.au.

BACKGROUND

This policy outlines the requirements of the Minister for Education relating to students using mobile phones or devices during school hours.

At Kingsley Park Primary School, we discourage students from bringing expensive personal electronic devices to school. However, we understand that some students need mobile devices for security reasons e.g., travelling on public transport.

For the purpose of this policy, “mobile device” refers to any device that may connect to or have a similar functionality to a mobile phone including but not limited to an iPad or ‘smart’ watches.

PURPOSE

To ensure:

- That the Kingsley Park Primary School community understand DET’s policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.
- Students, parents and teachers understand their rights and responsibilities of using mobile devices at school.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

SCOPE

This policy applies to:

1. All students at Kingsley Park Primary School and,
2. Students’ personal mobile phones and other personal mobile devices such as smart watches brought onto school premises during school hours, including recess and lunchtime.

POLICY

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

At Kingsley Park primary School:

- Students who choose to bring mobile devices 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.

Summary

Students who bring mobile phones or mobile devices to school must have them switched off and securely stored during school hours.

Exceptions to the policy may be applied if certain conditions are met. Exceptions can only be granted by the principal. Exceptions must be documented.

Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

Parents, who need to communicate with their child, must use the school office to pass on messages to students

DEFINITIONS

For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. A “mobile device” refers to any device that may connect to or have a similar functionality to a mobile phone such as an iPad and ‘smart’ watches.

School hours are 8:30am (or arrival onto school grounds if early to school) to 3:30pm

Personal mobile device use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones or devices with cellular network, must not be used at Kingsley Park Primary School during school hours 8.35am to 3.30pm, 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage: Schools must provide secure storage.

- Mobile devices owned by students at Kingsley Park Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please refer to the department's [Claims for Property Damage and Medical Expenses policy](#).

- Students are encouraged not to bring a mobile device to school unless there is a compelling reason to do so.
- Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.
- Where students bring a mobile device to school, Kingsley Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kingsley Park Primary school students are required to store their mobile devices (such as mobile phone and/or smart watch) with their classroom teacher in a lockable filing cabinet in their classroom.

Enforcement

Students who use their personal mobile devices inappropriately at Kingsley Park Primary school may be issued with consequences consistent with our school's existing student engagement policies; *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Kingsley Park Primary School inappropriate use of mobile devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile device:

- in any way that disrupts the learning of others
- to send messages to anyone outside or inside the school
- 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

Parents, who need to communicate with their child, must use the school office to pass on messages to students.

Exceptions

Exceptions 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 (generally Secondary College use).

Can be granted by the Principal, or by the teacher for that class, 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
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2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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 device for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Kingsley Park 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 devices.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads used in school during the BYOD program (phased out by the beginning of 2028)

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter

- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Bullying Prevention Policy](#)
- [Digital Learning Policy](#)
- [Camps & Excursions Policy](#)
- [Student Wellbeing & Engagement Policy](#)
- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Consultation	Consultation with • Student representative group June 2026 • School Council May 2026
Approved by	Principal
Next scheduled review date	June 2028