

**PURPOSE**

To explain to our school community the Department's and Kew East Primary School's (KEPS) policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

POLICY GUIDELINES

This policy applies to:

- All students at KEPS and,
- Students' personal mobile phones and other personal mobile devices (e.g. – Smart watches) brought onto school premises during school hours, including recess and lunchtime.

Definitions

A mobile phone is a telephone with access to a cellular or internet (telecommunication) systems, 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.

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

At KEPS:

- Students who choose to bring mobile phones/devices to school must have them switched off and securely stored (in an approved storage area) 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 contact their child by calling the school's office. Mobile phones should not be used for communication with parents throughout the school day under any circumstance, unless a documented exception applies for that student

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 KEPS 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.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

Related policies and resources

- *KEPS Student Wellbeing and Engagement Policy*
- *KEPS Bullying Prevention & Response Policy*
- [DET Mobile Phones – Student Use Policy](#)

**POLICY IMPLEMENTATION****Secure storage**

Mobile phones/devices owned by students at KEPS 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/device to school unless there is a compelling reason to do so. Please note that KEPS 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.

Not only is it a risk to bring a high value device to school due to accidental loss, damage or theft, but it can also potentially take up valuable teaching time in managing the secure storage of these devices on a daily basis by the teacher.

Where students do bring a mobile phone/device to school, KEPS will provide secure storage, and students must use this secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Note that the provision of secure storage does not guarantee a device will not go missing or be damaged in some way. Secure storage is simply a deterrent to those who are not meant to access something, and safer than students keeping devices in their own bags.

At KEPS, students are required to store their phones/devices in a locked container, draw, cupboard or filing cabinet of the teacher's choosing within their normal classroom. It will be stored for the duration of the day, until that student is going home. Only the classroom teacher will have access to the key or lock for that secure storage device. Students will not be permitted to access

Students must hand their mobile phone/device to their teacher as soon as they arrive at school to class, before 9am if possible. If a student has a specialist class or another event at the beginning or end of the day, they must still first drop off their phone to their classroom before their specialist class, and/or wait to collect their device at the end of the school day after their specialist class. Under no circumstance should students have their phones/devices on their person or in their schools bags during the school day, unless they have been granted a documented exception to do so by the school.

Enforcement

Students who use their personal mobile phones inappropriately at KEPS may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and/or *Bullying Prevention & Response Policy*.

At KEPS, inappropriate use of mobile phones/devices 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 messages or make phone calls to anyone during the school day
- to use apps or play games that are not approved by the teacher for a learning purpose
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video, audio or images of people, including students, teachers and members of the school community, with or without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during tests and assessments



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 (but only when pre-approved and documented by the school).
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#) and this 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). <i>Note at KEPS that personal devices are not normally used for learning activities. The school has its own banks of iPads, laptops and other digital devices that are used for this purpose with the class</i>	Unit of work, lesson planning documentation of the teacher
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 - e.g. a student with diabetes may use their mobile phone to monitor their blood sugar	Student Health Support Plan
Students who are Young Carers (of their parents)	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions – <i>note that KEPS does not normally approve the use of mobile phones/devices by students on excursions</i>	Risk assessment planning documentation
Students on excursions and camps – <i>note that KEPS does not normally approve the use of mobile phones/devices by students on camps</i>	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**

KEPS 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/devices. Please note, KEPS does not normally permit the use (or possession) by students of any device on camps or excursions that have internet or cellular connection capability. It would only be in exceptional circumstances where this is considered. Where there is no mention of the permitted use of mobile phones/devices in the communications sent out about these particular events, then it should be assumed that mobile phones/devices are not permitted to be used at these events, in accordance with this policy.

EVALUATION

This policy will be reviewed every 4 years, in accordance with the school policy schedule, or earlier as required to reflect any changes to procedure or Ministerial Orders. By exception, this policy should be reviewed within 2 years of its first implementation year.

Effective Date: 2021**Approved by:** Principal**Next Review:** 2023