



### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## MOBILE PHONES – STUDENT USE POLICY

### PURPOSE

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

- **NOTE:** this policy to include other personal mobile communication devices that have a similar functionality to a mobile phone; including smart watches, Personal Laptops, iPads and Tablets.

### SCOPE

This policy applies to:

- All students at Kalinda Primary School and,
- Students' personal mobile phones [and other personal mobile devices including 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 (telecommunication) system, with or without a physical connection to a network
- any device that may connect to or have a similar functionality to a mobile phone such as smart watches and other items

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 and other items as listed above.

### POLICY

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

At Kalinda Primary School:

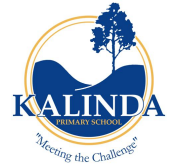
- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office (03) 9876 3289 for information. Updates (during any emergency) will be sent out to all families via Compass as needed.
- Students at school who need to contact their family/parents/carers, should discuss this with the School Counsellor or the Assistant Principal.

### 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 Kalinda Primary School 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.

Exceptions to the mobile phone use policy can only be granted by the Kalinda PS Principal or the Assistant Principal.



- **Before and after school Use**

Responsible use of mobile phones is permissible before and after school.

- **In class**

Students are not permitted to have mobile phones in class. Phones must be in secure storage.

- **Recess and lunch**

Students are not permitted to access their mobile phone and are not permitted to have mobile phones in the schoolyard or inside the buildings. Phones must be in secure storage.

### **Secure Storage**

Mobile phones owned by students at Kalinda Primary School 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 Kalinda Primary School 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.

Where students bring a mobile phone to school, Kalinda Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Kalinda Primary School students are required to store their phones at the office by signing them in at 9am and out at 3.30pm.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Kalinda Primary School may be issued with consequences consistent with our school's existing student engagement policies (Student Wellbeing and Engagement Policy, and Digital Technologies Policy)

At Kalinda Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone or digital device:

- 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
- to listen to music/audio at any time during the school day, including recess and lunch. Headphones and earbuds/air pods etc. can only be used from a Chromebook/laptop when directed by a teacher for class-based educational activities.

Additionally:

- Students who become unwell during the day must not use their mobile phone to contact their parent/guardian to sign them out from school. Students should follow the correct procedure of reporting to Sickbay where necessary arrangements will be made
- If there is a need for parents/guardians to contact students during the day, calls should be made to Kalinda PS Office on (03) 9876 3289.
- Students should speak to their teacher or the Assistant Principal in instances requiring urgent contact with a parent/guardian.

### **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, 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

### 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
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

Kalinda 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 phones and smart watches.

### Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school

### 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
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

### RELATED POLICIES AND RESOURCES

- Wellbeing and Engagement Policy Kalinda PS
- Code of Conduct Policy Kalinda PS
- [Mobile Phones — Student Use Policy DET](#)
- [Weapons — Banning, Searching and Seizing Harmful Items DET](#)
- [Claims for Property Damage and Medical Expenses Policy DET](#)



Kalinda Primary School No. 5121

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026