



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email ([Kyabram.P12@education.vic.gov.au](mailto:Kyabram.P12@education.vic.gov.au)) or phone (03 5851 2100).

## PURPOSE

To explain to our school community the Department's and Kyabram P-12 College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices (e.g., smartwatches, etc.) during school hours.

## SCOPE

This policy applies to:

1. All students at Kyabram P-12 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 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

Kyabram P-12 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

Our policy is designed to help students improve their concentration in class, build stronger relationships with their peers and ultimately improve their mental health. Consistent with this policy, we strongly discourage students from bringing their phones to school.

At Kyabram P-12 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker (secured with a school-provided combination lock) during the school day, 9:00 am – 3:20 pm.
- 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.

## 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 Kyabram P-12 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 Kyabram P-12 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, Kyabram P-12 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 Kyabram P-12 College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Kyabram P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kyabram P-12 College, students are required to store their phones in their lockers.

## Enforcement

Students who use their personal mobile phones inappropriately at Kyabram P-12 College will be issued with consequences consistent with our school's existing student engagement policies. At Kyabram P-12 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, gyms
- during exams and assessments

Mobile telephones may be confiscated by staff if seen in use by students during class, recess, lunch or study times or at sanctioned school events. If first offence, the mobile phone will be confiscated and held at the General Office until the end of the day, at which time, the student may collect it and will be reminded by a principal class officer of the school expectations. For second offences, the mobile phone will be confiscated and held at the General Office until a parent/ carer can collect it.

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Learning related (Individual Education Plan, Specific Learning Activities),
  - Health and wellbeing-related exceptions (Student health support plan, Students who are young carers), and
  - Managing risk when students are offsite (Camps and Excursions as directed by the Teacher in Charge of the event)
- 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	Individual Education Plan as stated on Compass for student or as indicated on Compass on the student's dashboard

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan as stated on Compass for student
Students who are Young Carers	A localised student record as stated on Compass for student

### 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	
When students are offsite (not on school grounds) and unsupervised with parental permission	
Students with a dual enrolment or who need to undertake intercampus travel	

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

Kyabram P-12 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g., work experience
- Students who are undertaking VET

## 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
- Discussed at parent information nights/ sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- Bullying Prevention
- Digital Learning (Internet, social media, and digital devices)
- Personal Property

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	June 2023    Education Subcommittee of College Council June 2023    College Newsletter
Approved by	Principal
Next scheduled review date	May 2026    Recommended cycle of 3-4 years