

MOBILE PHONES POLICY – STUDENT USE

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

PURPOSE

To explain to the Keysborough Secondary College community the Department of Education and Training (DET) and our College's policy requirements and expectations relating to student use of mobile phones and other personal mobile devices during school hours.

NOTE: this policy includes other personal mobile communication devices that have a similar functionality to a mobile phone, including smart watches (and iPads and Tablets used outside of specific class instructions).

SCOPE

This policy applies to:

1. All students at Keysborough Secondary College
2. Personal mobile phones and other personal mobile devices brought onto school premises during school hours, including use at recess and lunchtime.

DEFINITION

A mobile device used during school

Exceptions to use a mobile phone at Keysborough Secondary College can only be granted by a member of the Principal Class team. Where an exception is granted, the student can only use the mobile phone for the purpose for which the exception was granted.

Camps, excursions and extracurricular activities

Keysborough Secondary College will provide students and their parents and carers with information about what items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones. This information will appear on Compass connected to the event information.

Secure Storage

Mobile phones owned by students at Keysborough Secondary 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.

Note: Keysborough Secondary 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 Keysborough Secondary College's [Medical Expenses policy](#) and/or the Department's [Claims for Property Damage and](#)

If a student brings a mobile phone to school, the student is required to use their locker as secure storage. Every

The staff member will hand the phone/device to the administration staff as soon as practicable, for safe keeping for the remainder of the day.

Phones will be stored in the following offices:

- o Years 7 to 9 Junior Village Building of each campus
- o Years 10 to 12 Senior Village Building of each campus

The administration staff in these offices will document all infringements

The student can collect the phone/device from these secure storage areas at the end of the school day.

If there is a second infringement, the phone/device will be returned by the Campus Assistant Principal or the Wellbeing Assistant Principal. The administration staff will advise the student when to report to the Campus Assistant Principal.

A third (and any further) infringement will result in the Campus Assistant Principal or the Wellbeing Assistant Principal contacting the parent/carer. The phone/device will be returned to the parent/carer. It will not be given to the student.