



MOBILE PHONE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9798 4764.

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Keysborough Primary School and,
2. Students' personal mobile phones [and other personal mobile devices] [NOTE: see more detailed explanation in green section above in relation to expanding the scope of this policy to include other 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 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."

POLICY

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

At Keysborough 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.

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 Keysborough 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.

Secure Storage

Mobile phones owned by students at Keysborough 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 Keysborough 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. Refer to the [Keysborough Primary School'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, Keysborough Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Keysborough Primary School students are required to store their phones by handing into the school administration office to be placed in a lockable cupboard, to be collected at the end of the school day.

Enforcement

An enforcement option must comply with the Department's [Weapons — Banning, Searching and Seizing Harmful Items](#) policy relating to 'other items' which states that staff "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct."

Students who use their personal mobile phones inappropriately at Keysborough Primary School may be issued with consequences consistent with our school's existing student engagement policies.

At Keysborough 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:

- 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

Consequences

Students who use their personal mobile phones inappropriately at Keysborough Primary School may be issued with consequences consistent with our school's existing student engagement policies including *Student Wellbeing and Engagement* and *Code of Conduct* policies.

At Keysborough Primary School, any mobile phone sighted between 8:50 am-3:30 pm will result in the following:

- 1st offence: The phone will be required to remain in the Office until the end of the school day.
- 2nd offence: The phone will be required to remain in the Office until the end of the school day and be collected by a parent/carer.
- 3rd offence: A phone plan will be developed with the relevant PCO member in accordance with the Mobile Phone Policy.

If a student is refusing to relinquish their phone when asked by a staff member, a parent/carer will be contacted and the student will be required to go home. Students who are refusing instructions regarding phone use, and behaving inappropriately, whether actual, perceived or threatened, to the health, safety or wellbeing of any person, may also be suspended.

Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools that:

- meet the grounds for suspension
- are a last resort option that is considered after alternative interventions and support have been provided to the student to address the reasons for the behaviour associated with mobile phone use.

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 with principal approval.
- 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 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
Travelling to and from excursions (Principal approval required)	Risk assessment planning documentation (Only if principal approval granted for specific excursions)
Students on excursions and camps (Principal approval required)	Risk assessment planning documentation (Only if principal approval granted for specific excursions)

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

Keysborough 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.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- 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 and via Sentral Parent Portal
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

Keysborough Primary School relevant policies

- [Student Wellbeing and Engagement](#)
- [Child safety and Wellbeing](#)
- [Code of Conduct](#)
- [Bullying Prevention Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	20th July 2025
Consultation	School Council and Admin Staff on 28th July, 2025
Approved by	Principal
Next scheduled review date	28th July 2028