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## PURPOSE

To explain to our school community the Department's and Kensington Community High School's (KCHS) policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

## SCOPE

This policy applies to:

1. All students at Kensington Community High School (KCHS) 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 and, 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

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

At KCHS:

- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at KCHS 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 KCHS 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 KCHS 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, KCHS will provide secure storage.

Secure storage is storage that cannot be readily accessed by those without permission to do so. At KCHS each student is required to lock their mobile phone in a provided lockable

cupboard situated in their classroom, prior to, or at the beginning of the day's teaching and learning programme; or on arrival at school.

## Enforcement

KCHS will enforce the policy under our existing student wellbeing and engagement policies and procedures.

At KCHS inappropriate use of mobile phones is any use during school hours, unless an exception has been granted (see exceptions below), 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

Students who use their personal mobile phones inappropriately at KCHS will be reminded of the school's expectations regarding mobile phone use; and, if a student is found in possession of their mobile phone during the school day, the following will apply:

1. The student will have a notification (referral) recorded on Compass by the teacher
2. The student will be asked to hand in the mobile phone to the principal, where it will be locked in the principal's safe.
3. parents/carers will be notified of the confiscation.
4. In the **first** instance the phone will be returned to the student at the end of the day
5. In the **second or further** instances of confiscation, the parent/carer will be required to collect the phone.
6. Students who repeatedly continue to disregard this policy will be subjected to detentions and possible suspension.
7. It is the student's responsibility to inform their parents/caregivers if they need to collect the student's phone

## 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 in accordance with the Department's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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 Education Plan, Behaviour Support Plan

## **2. Health and wellbeing-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b>	<b>Documentation</b>
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning 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**

KCHS 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 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, except where VET training occurs on-site at KCHS.

### **RELATED POLICIES AND RESOURCES**

- Mobile Phones – Department Policy

### **REVIEW PERIOD**

This policy was last updated on December 2019 and is scheduled for review on December 2022.