



## Help for non-English speakers

If you need help to understand the information in this policy please contact Kensington Primary School.

### **PURPOSE**

To explain to our school community the Department's and Kensington Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices that may connect to or have a similar functionality to a mobile phone such as smart watches, iPads and laptops.

### **SCOPE**

This policy applies to:

1. All students at Kensington Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### **DEFINITION**

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, iPads, laptops.

### **POLICY**

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

At Kensington Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored (at the school office or classroom) 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 Phone Policy](#) issued by the Minister for Education, personal mobile phones and other personal devices with the same functionality as mobile phones, must not be used at Kensington 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 Kensington 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 Kensington Primary School does not have accident insurance and accepts no responsibility for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

When students bring a mobile phone to school, they are required to hand their phones /devices into the school administration office or class teacher to be placed in secure storage. Secure storage cannot be readily accessed without permission to do so. Students must not carry mobile phones at school during school hours (8:50am – 3:30pm).

### **Enforcement**

Students who use their personal mobile phones inappropriately at Kensington Primary School consequences consistent with our school's existing Student Engagement Policies and Student Code of Conduct will be applied.

At Kensington Primary School inappropriate use of mobile phones or personal devices **during school hours**, unless an

exception has been granted, will incur consequences. Inappropriate use includes:

- 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

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Specific learning related exceptions
- can be granted by the Principal, Assistant Principal or members of the school improvement team, in accordance with the Department's [Mobile Phones Policy](#).

The following two exceptions will be allowed at Kensington Primary School under the Department's [Mobile Phones Policy](#) :

### 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 Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition e.g. diabetes	Student Health Support Plan

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

Students **will not** be permitted to take their mobile phone/personal device on camps, excursions or special school organised activities and events.

Kensington Primary School understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

During school hours, mobile phones:

- are required to be handed in at the Office or to the class teacher.
- must be clearly labelled with the student's name and grade

## Exclusions

This policy does not apply to :

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available on our school's website
- 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**

### **Kensington Primary School Policy**

- Kensington Primary School Student Wellbeing and Engagement Policy
- Personal Property Policy
- Bullying Prevention Policy

### **Department Policy**

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## **POLICY REVIEW AND APPROVAL**

The recommended minimum review cycle for this policy is 3-4years.

<b>Policy last reviewed</b>	March 2024
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• School Council Policy Subcommittee</li> <li>• School Council</li> <li>• Kensington Primary School staff</li> </ul>
<b>Approved by</b>	Principal, Bridget McLaughlin
<b>Next scheduled review date</b>	March 2027