



MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact Kerang Technical High School.

PURPOSE

To explain to our school community the Department's and Kerang Technical High School's 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 Kerang Technical High School 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 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 and AirPods or similar."

POLICY

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

At Kerang Technical High 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.
- Mobile phones are not to be used for EFTPOS at the School Canteen (card access is acceptable).



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 Kerang Technical High 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 Kerang Technical High 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 Kerang Technical High 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 Kerang Technical High School's Personal Property Policy.

Where students bring a mobile phone to school, Kerang Technical High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kerang Technical High School students are required to store their phones either in their lockers or handed in to the school office to be stored in a lockable cupboard. The mobile phone is required to be turned off.

Enforcement

At Kerang Technical High School inappropriate use of mobile phones is **any use during school hours** unless an exception has been granted. This includes, but is not limited to, mobile phones that are used:

- 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 Kerang Technical High School may be issued with consequences consistent with our school's existing student engagement policies (including the Student Engagement and Bullying and Bullying Policies).

Refer to the Mobile Phone Flowchart attached to this Policy



Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing related exceptions.
 - Explicitly stated as part of a student's Individual Education Plan; and
 - Exceptions related to managing risk when students are offsite.
- 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)	Where the appropriate written request has been lodged with the Principal by the teacher prior to the activity taking place and it has been approved – using the KTHS designated written format available at: Shared\Curriculum\MASTER UPLOAD FILE 2022\Staff Administration Documents\Templates
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	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	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

Kerang Technical High 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. Staff will carry a mobile phone to all activities in the event of an emergency.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices such as RF audio units
- Students undertaking workplace learning activities, e.g. work experience

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

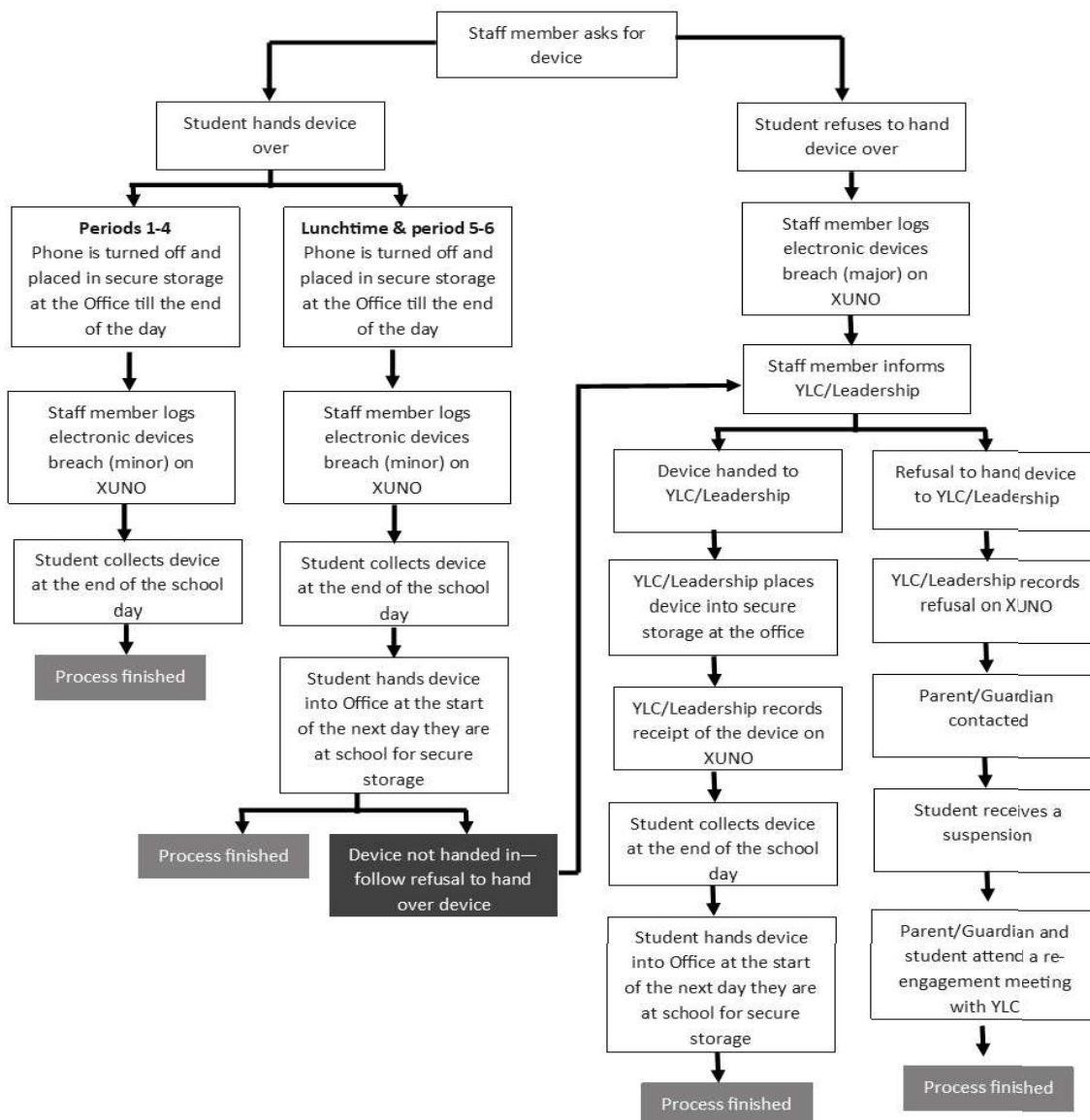
- [Insert links to your school's relevant policies e.g. *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying Prevention etc.*]
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	December 2026



Mobile Phone Policy Procedure Flow Chart*



The flowchart is assuming this is the student's first breach of the electronic devices/mobile phone policy.

Repeat breaches—the above process will be followed and parents/guardians will be contacted to arrange a meeting to discuss the mobile device policy