

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. Exceptions to the mobile phone use policy can only be granted by the Keysborough Secondary College Principal, the Campus Assistant Principal or the Wellbeing Assistant Principal.

Before and after school

Responsible use of mobile phones is permissible before and after school.

In class

Students are not permitted to have mobile phones in class. Phones should be locked securely in the students' locker.

Recess and lunch

Students are not permitted to access their mobile phone at their lockers and are not permitted to have mobile phones in the schoolyard or inside the buildings. Phones should be locked securely in the students' locker.

Exceptions

Exceptions to the policy:

may be applied during school hours if certain conditions are met, specifically,

- o Health and wellbeing-related exceptions; and
- o Managing risk when students are offsite.

can be granted by the College Principal, the Campus Assistant Principal or the Wellbeing Assistant Principal, or by the Year Level Leader

[Student Use Policy](#).

[Mobile Phones](#)

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[Mobile Phones](#) [Student Use Policy](#) are:

Specific exception	Required Documentation
For specific learning activities (class-based exception, for example in Media Studies or IT related areas)	Unit of work, learning sequence or other learning task that requires the use of a mobile phone or communication device
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan that includes an order to fulfil the requirements of the learning tasks



Additionally:

Students who become unwell during the day must not use their mobile phone to contact their parent/guardian to sign them out from school. Students should follow the correct procedure of reporting to Sickbay where necessary arrangements will be made
If there is a need for parents/guardians to contact students during the day, calls should be made to the relevant Campus administration area on 03 9798 1877 (Acacia) or 03 9546 4144 (Banksia). Students may see their Year Level Leader/Assistant or Administration Receptionist in instances requiring urgent contact with a parent/guardian.

Consequences for Inappropriate Use of a Mobile Phone

The student must immediately hand their phone/device to a staff member when requested to do so
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.

Further consequences will result if the student is non-compliant with any of the steps above.

Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. Work Experience
- Students who are undertaking VET off campus

COMMUNICATION

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

- Available publicly on the College website
- Included in induction processes for relevant staff
- Included in transition and enrolment packs
- Discussed and parent information nights
- Included in our staff handbook
- Made available in hard copy from school administration upon request

RELATED DoE POLICIES

- [Mobile Phones Student Use Policy](#)
- [Weapons Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

RELATED KEYSBOROUGH SECONDARY COLLEGE POLICIES

- Wellbeing and Engagement Policy
- Student Code of Conduct Policy
- Digital Learning Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Person Responsible for Policy Development	Accountabilities Assistant Principal
Approved by	College Principal
Next scheduled review date	December 2026