

PERSONAL PROPERTY POLICY

[Help for non-English speakers](#)

The protocol provides that Principals must ensure the matter is referred to Victoria Police and notify parents/guardians unless instructed by Victoria Police to the contrary.

On receipt of a report made under this protocol, Victoria Police are responsible for determining the appropriate action to take and advising and updating the College Principal as required.

Further detail can be found at:

[Victoria Police — Department Protocol on Reporting Criminal Activity](#)

Confiscation of Student Property

It is unlawful for a Principal or teacher to take possessions without permission. This, however, is balanced with Keysborough Secondary College's obligation to ensure Duty of Care to all students.

Any item that is illegal, harmful, dangerous, or likely to cause disruption to the smooth running of the school is therefore banned from being brought onto Keysborough Secondary College grounds.

Confiscation Rules

It depends on what's been confiscated – the two rules:

1. Items that are Harmful

If a Principal or teacher reasonably believes a student has something harmful (like a weapon or any object that can be used for violence), the Principal or teacher can confiscate the item without student permission.

2. Items that are Not Harmful

If the item is not harmful but is likely to cause disruption to others, a Principal or teacher cannot confiscate the item without student permission. The Principal or teacher can escalate the matter further as a discipline issue if the item is not stored securely, however, as the student has not followed 'reasonable instructions'.

Confiscation of mobile phones, iPads and laptops

Principals and teachers can confiscate a mobile phone, iPad or laptop. Detail on this can be found in the 'Mobile Phone Student Use Policy'.

Confiscated Item return to Student or Parent/Guardian

Mobile phones, iPads and Laptops

- At the end of the day, or if that is not possible, soon after that. If a phone, iPad or laptop is confiscated they will be registered and kept in the College safe until returned. Please see Mobile Phones Student Use Policy.

Alcohol and cigarettes

- Keysborough Secondary College will not return these to a student. The Principal may choose to give them back to a student's parents/guardians.

Dangerous and Harmful items

- Knives and other weapons will not be returned to a student. The Principal will keep these items as evidence. The Principal may choose to give them back to a student's parents/guardians once the Principal has decided that there is no imminent threat to the safety of any student or staff member of Keysborough Secondary College.
- If Victoria Police seize an item, then the item may be needed for evidence. Items will only be returned according to Victoria Police guidelines.

Personal Property Disputes

Any dispute regarding Personal Property can be brought to the attention of the College Principal. If the dispute cannot be resolved within the College, then the dispute regarding Student Personal Property should be forwarded to Legal Division of the Department of Education and Training by email to legal.services@edumail.vic.gov.au.

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RELATED DoE POLICIES

Duty of Care

Police — Department Protocol on Reporting Criminal Activity

Legal Claims, Subpoenas, Summonses and Other Legal Document

RELEVANT LEGISLATION

Wrongs Act 1958 (Vic)

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2025
Person Responsible for Policy Development	Accountabilities and Community Assistant Principal
Approved by	College Principal
Next scheduled review date	January 2028