STUDENT MOBILE PHONE AND RELATED DEVICES USE POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the EAL Coordinator or a member of the Principal Team.

Kurunjang Secondary College's vision is to achieve success for our community through respect, responsibility, and collaboration.

Kurunjang Secondary College's objective is to be an exemplary and inclusive learning community fostering achievement and growth in learning. Collaboration and positive relationships are at the core of all our work.

At Kurunjang Secondary College we believe that it is critical that all students are provided with a sound environment in which to learn without the interruptions and distractions created by mobile phones and related devices. Research has found that such devices can be disruptive and open to misuse at school. The unregulated presence of mobile phones and related devices in classrooms can undermine students' capacity to think, learn, remember, pay attention, and regulate emotion.

At recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are also valued.

PURPOSE

To explain to our school community the Department's and Kurunjang Secondary College's policy requirements and expectations relating to students using mobile phones, ear pods, headphones, [and other personal mobile devices including game gadgets] during school hours.

SCOPE

This policy applies to:

1. All students at Kurunjang Secondary College and any other students undertaking courses, programs, classes, or visiting the college.
2. Students' personal mobile phones ear pods, headphones, [and other personal mobile devices including game gadgets] brought onto school premises during school hours, including recess, and lunchtime.

DEFINITIONS

For the purpose of this policy, **"mobile phone"** refers to mobile phones and any device with access to a cellular (telecommunications) system, with or without a physical connection to a network.

"At own risk" refers to all property brought on premises being the sole responsibility of the owner. Kurunjang Secondary College does not accept responsibility for the loss or theft of personal property.

POLICY

Kurunjang Secondary College understands that students may bring a personal mobile phone and other such devices to school, particularly if they are travelling independently to and from school.

Kurunjang Secondary College**: expects that students will store their devices in their lockers and ensure that the lock is firmly secured and locked.**

- Students who choose to bring mobile phones and other smart devices, including game gadgets to school must have them switched off and securely stored in their lockers during school hours
- Students are not permitted to use their mobile phones or wearable devices to call parents/carer/guardians to collect them early from school or notify them of an issue. Please follow the Attendance Policy and Early Departure Procedures where this is necessary. All unwell students must speak to their House Co-ordinator/Assistant Principal to attend Sick Bay and the First Aid Officer will contact the families.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or Carers can reach their child by calling the college's General Office and we will facilitate communication and support.
- Any external agency working with a student and wishing to speak with the student must contact the General Office and seek approval from relevant leaders. Where appropriate to do so, the student will take the call or return the call under the supervision of relevant staff.

Personal mobile phone use

In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones and all other smart devices including game gadgets must not be used at Kurunjang Secondary College 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 or device for the purpose for which the exception was granted, and in a safe, ethical, and responsible manner in the presence of a relevant House Assistant Principal or Co-ordinator.

Secure storage

Mobile phones and other devices owned by students at Kurunjang Secondary College 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 or other devices to school unless there is a compelling reason to do so. **Please note** that Kurunjang Secondary College **does not** have accident insurance for accidental property damage or theft. Property brought to school is at **owner's risk**. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone or any other smart device including game gadgets to school, Kurunjang Secondary College will provide secure storage in the form of student lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. **It is the student's responsibility to firmly secure the lock provided.** In addition, secure storage will be made available in each House Office for confiscated devices.

Students from other schools attending the college for VET classes will be required to submit their phones and devices to the teacher/RTO for secure storage in the VET/VCAL staff office or lockers provided in the Electro-Technology building.

Enforcement

Students who use their personal mobile phones, and any other devices, inappropriately at Kurunjang Secondary College may be issued with consequences consistent with our school's existing student engagement polices. For example, *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Anti-Bullying* policies.

At Kurunjang Secondary College, inappropriate use of mobile phones, and any other personal device, is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone, and or other device:

- and 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
- using a mobile phone/device to pay for items purchased at the college canteen

Any student deemed to be in breach of this policy, is required to surrender the mobile phone, or device, to a staff member. The staff member will give the device to a member of the House Leadership or Assistant Principals. House Leaders will contact the parent/s or carer/s and discuss the matter and consequences for non-compliance. Where the breach occurs by a student from another school, the base school will be notified, and subsequent consequences will be handled by the base school while also supporting Kurunjang Secondary College's policy.

Consequences

A student in breach of this policy will have a staged response depending on the complexity of misuse and breach of this policy:

1) **Breach, and compliance with staff.**
   A student will:

- Have the device confiscated and a parent/carer/guardian will collect it at the end of the school day between 3:10 pm – 4:36 pm, thereafter the phone will remain in lockable storage until such time a parent/carer/guardian collects the phone. It will not be given to any other person but the legal guardians.

2) **Breach, and non-compliance with staff**
   A student will:

- Have the device confiscated and a parent/carer/guardian will collect it at the end of the school day between 3:10 pm – 4:36 pm, thereafter the phone will remain in lockable storage until such time a parent/carer/guardian collects the phone. It will not be given to any other person but the legal guardians.
- Receive a suspension if they fail to comply with a staff member's instructions. The consequence will be subject to the degree of compliance thereafter.
- A referral may be made to the Wellbeing Team to seek support in managing the use of mobile phone and other devices.

3) **Breach with non-compliance, aggressive or abusive behaviour**
A student will:

- Have the device confiscated and a parent/carer/guardian will collect it at the end of the school day between 3:10 pm – 4:36 pm, thereafter the phone will remain in lockable storage until such time a parent/carer/guardian collects the phone. It will not be given to any other person but the legal guardians.
- Receive an external suspension if they fail to comply with a staff member's instructions and are verbally aggressive and or abusive. The length of suspension will be dependent on the severity of verbal aggression and abuse.
- A referral may be made to the Wellbeing Team to seek support in regulating emotions and behaviours. The Wellbeing Team may seek referrals to external agencies for additional supports.

4) **Additional responses to repeated breaches of the policy**

- Where a student repeatedly misuses a device and is in breach of the policy, the student will be **required to surrender their device** to their House Assistant Principals or Co-ordinators at the beginning of the school day and collect it at the end of the school day at 3:10 pm.
- The length of this arrangement will be dependent on the severity of the repeated misuse. This response is to mitigate further consequences and disruptions for the student.
- Receive after-school detentions

If a student becomes physically threatening and abusive to any staff member, police **(000)** may be notified. The college principal will take such action as is necessary to ensure the safety and wellbeing of staff.

Exceptions (All exceptions will only be granted by the College Principal or their delegate)

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
    - Medical exceptions; and
    - Exceptions related to managing risk when students are offsite

***Wellness apps are not medical apps, and no exception will be granted**

The three categories of exceptions allowed under the Department's Mobile Phones — Student Use Policy are:

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 such as an iPad. All social media, and notifications must be deactivated. The use of the device will be subject to staff oversight and monitoring.	Individual Learning Plan, Individual Education Plan Student Support Services have iPads for the specific use of students with a reasonable adjustment.
For specific learning activities (class-based exception). This permission must be sought by the staff member from college principal	Unit of work, Learning sequence

2. Health and wellbeing related exceptions

Specific exception	Documentation
Students with a health condition requiring an implanted device such as an insulin pump.	Student Health Support Plan provided by a medical specialist.
Students who are Young Carers	A localised student record in accordance with college wellbeing policy

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation & camps, excursions, and extracurricular activities policy
Students on excursions and camps	Risk assessment planning documentation & camps, excursions, and extracurricular activities policy
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation & camps, excursions, and extracurricular activities policy
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation & camps, excursions, and extracurricular activities policy

Where an exception is granted, the student can only use the device for the purpose for which it was granted under the supervision of the House Assistant Principals, Co-ordinators, or College Assistant Principals.

Camps, excursions, and extracurricular activities

Kurunjang Secondary College 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 and other devices. A separate policy will apply for camps, excursions, and extracurricular activities.

Exclusions

This policy does not apply to

- Out-of-school-hours events such as concerts and awards evenings.
- Travelling to and from school
- Students undertaking workplace learning activities, e.g., work experience

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement,
- Attendance Policy
- Early Departure Procedures
- Mobile Phones — Student Use Policy
- Claims for Property Damage and Medical Expenses policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	22/08/2025
Approved By	College Principal
Responsible for Review	Kelsey Ryan, Assistant Principal-College Operations
Next scheduled review date	August 2028 or earlier if needed