PURPOSE

To explain to the Keysborough Secondard legecommunity the Department Education and Training (DEaT) dour Colleges policy requirements and expectations relating to student of mobile phones and other personal mobile devices during school hours.

NOTE this policy include other personal mobile communication devices that have a similar functionality to a mobile phone, including smart watch and iPads and Tabletts ed outside of specific class instructions

SCOPE

This policy applies to:

- 1. All students at Keysborough Second@nyllege
- 2. Personal mobile phones and other personal mobile deviresight onto school premises during school hours, includinguse at recess and lunchtime.

DEFINITION

A mobilephone is a device wit listed bye

POLICY

Keysborough Seconda@ollegeunderstands that students may bring a personal mobile phone to school, particularly

Exceptions to use a mobile phone at

- f The staff member will hand the phone/device to the administratistaff as soon as practicable, for safe keeping for the remainder of the day.
- f 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 f each campus
- f Theadministration staff in these offices will document all infringements
- f The student can collect the phone/device from these secure storage atthe end of the school day
- f If there is a second infringement, the phone/device will be returned by the CaAspaistant Principal the Wellbeing Assistant Principal. The administration staff will advise the student two free port to the Campus Assistant Principal
- f A third (and any further) infringement/ill result in the Campu&ssistant Principal or the Welltong Assistant Principal contacting the parent/carer. The phone/device will be returned to the parent/carer. It will not be given to the student.
- f Further consequences with sult if the student is noncompliant with any of the steps above.

Exclusions

This policy does not apply to:

- f Out-of-school-hours events
- f Travelling to and from school
- f Students undertaking workplace learning activities, e.g. Waple Elence
- f Students who are undertaking VEff campus

COMMUNICATION

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

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

RELATED DET POLICIES

f Mobile Phones —Student Use Polieum ที่การสาดาเกิด สินใน ครับการเกิดสินใน ครับการเกิดสินใ