



MOBILE DEVICE POLICY

1. RATIONALE

The increased ownership of mobile devices which includes mobile phones, smartwatches etc., requires that school administrators, teachers, students and parents take steps to ensure that mobile devices are used responsibly. While it is acknowledged that providing a child with a mobile phone or smart watch gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the School day when students have access to school devices and personnel. At the same time it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, work experience, university programs and other activities, which take them away from the School campus on a regular basis.

2. APPLICATION

It is the responsibility of students who bring mobile devices onto the school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile device to their children should be made by parents or guardians and parents should be aware if their child takes a mobile device onto school premises.

3. BACKGROUND

Mobile devices are a feature of society, and are in widespread use, allowing convenient communication and connectedness. Such communication must be acknowledged, whilst also ensuring that good educational practice is not compromised.

4. DEFINITIONS

Nil

5. LEGISLATION

Nil

6. RELATED POLICIES AND PROCEDURES

Internet Users' Acceptable Use Policy

7. GUIDELINES

7.1 Responsibility

- Students in the Junior School hand their mobile phone to the Front Reception on arrival and collect at the end of the day.
- Year 7 – 12 students must keep their mobile phones and other mobile devices in their locked locker and not access them during the entire school day. NOTE – Year 12 students may access their mobile phone to listen to music during private study periods.
- Students who use their mobile device without permission during the school day risk confiscation.
- Confiscations will be recorded and three confiscations will result in a lunchtime detention.
- Teachers may give students permission to use mobile devices for a class activity/lesson.

7.2 Security

- Students are responsible for the security of their mobile devices.
- The School accepts no responsibility for theft, loss, damage or health effect (potential or actual) resulting from mobile device use.
- The School accepts no responsibility for students who lose or have their mobile device stolen while travelling to and from school.
- Mobile devices should be clearly marked with the name of the owner.
- Mobile devices should be kept in locked lockers at all times during school hours.
- It is strongly advised that students use password/pin codes to ensure that unauthorised phone calls cannot be made on their devices. Students should keep their passwords/pin codes confidential.
- Mobile devices which are found in the School should be handed to the School Reception.

7.3 Acceptable Use

- Use of a mobile phone during class time is only allowed with the permission of that class teacher.
- Parents are reminded that in the case of emergency the School Reception remains a vital and appropriate point of contact.
- If a student needs to communicate with a parent during the school day, they can phone from the Student Wellbeing Centre.
- Students may access their mobile devices at the end of the day to contact parents.
- Year 12 students may access music on their mobile devices for private study periods.

7.4 Unacceptable Use

- It should be noted that it is a criminal offence to use mobile devices to menace, harass or offend another person.
- Students must not film or photograph other people without their consent.
- Students who use their mobile devices to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile device will have their device confiscated for a period of time decided by the Principal. Further consequences may be implemented, as appropriate.
- Students should note that, in extreme cases, the School may consider it appropriate to involve the police.
- Mobile devices, including mobile phones and smartwatches are not permitted in assessments (tests, exams etc.)
- Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal, which is likely to include the loss of all marks for the examination or assessment item.

7.5 Use of Mobile Devices

- The use of a mobile device is only allowed with the permission of a class teacher.
- In class, the individual teacher will make a decision, based on the nature of the learning experiences in the classroom, regarding the use of a mobile device.
- At any time music is played on a mobile device, earphones need to be used and the volume should be such that no other person can hear.
- Earphones are not to be shared.
- Students must ensure they take care of mobile devices or earphones brought to school and the school accepts no responsibility for theft, loss, damage or health effect (potential or actual) resulting from iPods/other devices usage.

7.6 For support with Cybersafety

Please visit: <https://www.esafety.gov.au>

8. BREACH

The consequence for use of the mobile device without permission during the School day is confiscation. Mobile devices will be handed to the Dean of Student Wellbeing for safekeeping. Students can collect them from the Dean of Student Wellbeing at the end of the day. Mobile device confiscations are noted on student records.

Responsibility: Dean of Student Wellbeing
Review Date: September 2018
Next Review Date: September 2019