



MOBILE PHONE/IPOD POLICY

1. RATIONALE

The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone 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 phones 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 phones onto the school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile onto school premises.

3. POLICY

3.1 Responsibility

- Students in the Junior School hand their phone to the Front Reception on arrival and collect at the end of the day.
- Year 7 and 8 students must keep their phones in their locked locker and not access their phone during the day.
- It is our policy that students in Years 9 – 12 should keep their mobile phone in their locked locker. If they choose to keep it on their person, then the phone must not be used during class time. The consequence for use of the mobile phone without permission during class time is confiscation of the phone.
- Year 9 – 12 students are allowed, but discouraged from using their phones during recess or lunch, unless it is an emergency.

3.2 Security

- Students are responsible for the security of their mobile phones.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The School accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- Phones should be clearly marked with the name of the owner.
- Phones should be kept in a secure place at all times during school hours; students are advised to keep them well concealed and not 'advertise' they have them.
- It is strongly advised that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.
- Mobile phones which are found in the School and whose owners cannot be located should be handed to front office reception.

3.3 Acceptable Use

- Use of a mobile phone during class time is only allowed with staff permission.
- Mobile phones should be switched off at all times while students are in class.
- Students should be aware that phones ringing during lesson time are likely to be confiscated for the rest of the day and permission to have the phone at school may be revoked. Parents are reminded that in the case of emergency the School Reception remains a vital and appropriate point of contact.

3.4 Unacceptable Use

- It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person.
- Students must not film or photograph other people without their consent.
- Students who use their phones 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 phone will have their phones 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.
- Any student/s caught using a mobile phone 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.

3.5 Use of iPods/Personal Music Devices

- Students may be allowed to have iPods/other devices in class for the times when it is appropriate; however, these devices are not to be used once a student arrives at school or during breaks as this is an important time for socialising with others.
- In class, the individual teacher will make a decision, based on the nature of the learning experiences in the classroom, regarding the use of iPods or earphones with a device.
- At any time music is played on a device, earphones need to be used; the volume should be such that no other person can hear.
- Earphones are not to be shared.
- Students must ensure they take care of iPods, musical devices or ear-phones brought to school and NO RESPONSIBILITY will be accepted by the School in the event of loss or damage.

4. BREACH

The consequence for use of the mobile phone without permission during class time is confiscation of the phone. Mobile phones will be handed to the Dean of Students for safekeeping. Students can collect them from the Dean of Students at the end of the day.

5. RELATED POLICIES

Internet Users' Acceptable Use Policy

Responsibility: Dean of Students
Review Date: May 2017
Next Review Date: May 2018