

Mobile phone / Electronic Devices Policy 2017:

Preamble

- Mobile phones and other electronic devices are commonly used by a large proportion of the student population.
- They have become a part of the lifestyle of many people in the 21st Century.
- Some students require phones to communicate with parents or employers after school hours.
- Mobile phones are not specifically required for use in school time.
- Contact by families with the school or students should be made through the general office.
- Many businesses require employees to NOT use mobile phones while working as they distract the workers. This policy recognises our role as educators to help teach our students about timely and appropriate use of mobile phones and electronic devices in educational and work settings.

Policy Guidelines.

- 1/ **If mobile phones are brought to school by students, it is at their own risk.**
 - a/ Primary aged Students are to leave their (named) phone at the office each morning. The College take no responsibility for theft or damage to phones that are not kept securely at the office.
 - b/ Phones are not to be used during class time and are to be turned '**OFF**' while in class unless authorised by a teacher for use by the student. If the teacher gives explicit authorisation to a student to turn on their electronic device; the device may be left '**ON**' but in silent mode.
- 2/ **Important or emergency parental contact** by phone, during school hours **must** be made through the general office. This allows the school to take appropriate steps to assist the students and families.
- 3/ Parents wishing to make contact with their child in non-urgent or non-emergency situations are still encouraged to do so through the school office, but if they do choose to message their child it should be done before 9.00am, between 11.00am and 11.30am (recess) , between 1.30pm and 2,15pm (lunch) or after 3.17pm. These are the times the students are out of class.

Definitions.

Unauthorised use includes any use of the mobile phone or electronic device without the express permission of a teacher during class time between the hours of 9.00am and 3.17 pm.

Inappropriate use includes:

- Photographing or videoing at school without express permission.
- Displaying offensive material (e.g. pornography, offensive language, ring-tones etc)
- Sending offensive text messages or material that threaten or bully another student
- Making offensive or threatening phone calls
- Using social media inappropriately.

Consequences for breach of Policy.

For unauthorised use in the class room

If students use their electronic device in class without teacher permission, the teacher will ask for the device to be turned off. Subsequent use by the student may see a referral written and the phone removed from the student. If a phone is removed it will be returned later in the day. Other consequences will include detentions or in-school suspensions for ongoing breach of this policy.

For inappropriate use

If a student is found to be using their phone **inappropriately** at school the teacher will ask the student to turn the phone off and give the phone to the teacher immediately. The student will be asked to report to the Learning Centre Leader or the Assistant Principal.

Action will be taken in line with the College Discipline Policy, which for serious policy breaches may include suspension. The Police or other external agencies may also become involved in these cases.

Implementation.

- 1/ A copy of this policy will be distributed to all students, parents and staff. The policy will be discussed with students at year level meetings.
- 2/ Timely reminders about the policy will be discussed at year level assemblies and appear in school newsletters.
- 3/ The policy is to be reviewed annually.