



Topic:	<b>Mobile Phone Policy</b>
Policy Area:	Inter-relationships
Last Review:	2020
Next Review:	2022

## 1. Rationale

The College recognises that there are times when it is appropriate and useful for students to have access to a mobile phone, for example:

- To contact parents in emergencies outside school hours;
- To confirm or change arrangements made to pick up a child from music rehearsals, or sports practice outside College;
- Security when travelling to and from school and/or part time work; and
- School work, as allowed and defined by the College.

However, it is also acknowledged that mobile phones can present a distraction to students, and, therefore, undermine students' learning. As mobile phones circumvent the College's network students have unfettered access to the internet and social media, limiting the College's capacity to maintain appropriate duty of care. In particular, cyber bullying is increasingly of concern with most instances resulting from inappropriate use of mobile phones.

Furthermore, for the College to exercise its duty of care responsibilities during school hours it is essential that all communications with parents are made via the College reception and not made directly by students.

Therefore, as the mobile phone presents both advantages and disadvantages within the context of the school a policy is necessary to ensure devices are used appropriately for the College to carry out its duty of care responsibilities.

## 2. Principles

- The dignity and privacy of staff and students must be respected when using mobile phones.
- Networks outside the College filters cannot be accessed by students during school hours or at College events.
- To maintain appropriate duty of care, all contact between parents and students during school hours shall only be made by the College landlines in reception.
- The value of mobile phones for learning is acknowledged, but can only occur under the direction and supervision of staff.
- The value of mobile phones to enhance student safety and security outside school hours is acknowledged.

- Parents/Guardians/Students accept full responsibility and liability for lost, stolen or damaged mobile phones.

### **3. Procedures**

1. Students are not permitted to use their mobile phones on school grounds during school hours, unless directed to by the class teacher for the specific purpose of the learning activity.
2. Where a teacher gives permission for a student to use the mobile phone for a learning activity the Information and Communications Technology (ICT) Use by Students Policy for acceptable and unacceptable use applies.
3. Apart from school work directed by the class teacher, students are not permitted to take photographs or film other students or staff on their mobile phone.
4. Parents/guardians and students shall be aware that lost or stolen phones are not the responsibility of the school. This includes any mobile phones held at reception. Parents/Guardians and students should ensure that mobile phones are properly and adequately insured.
5. Ideally, mobile phones shall be kept in the students locker/bag. Where a student keeps a mobile phone on their person the phone shall be switched off and kept out of sight at all times.
6. Where a student breaches this policy, a staff member may confiscate the mobile phone. The mobile phone shall be held in the St James Centre and must be collected by the student at the end of the day. Students shall be required to sign for their phone in the phone log at the end of each day. Where a student repeatedly (more than twice) breaches this policy, the mobile phone must be collected by the students' parent/guardian.
7. Continual breaches of the mobile phone policy shall result in the student not being permitted to bring their phone to school and further sanctions will be implemented as per the College Behaviour Management Policy. Parents/Guardians will be notified via telephone call and/or letter.
8. Students shall not access the internet or social media sites on their mobile phone while at school. At no time shall teachers permit students to use their mobile phone to access external networks, including the network of the mobile phone carrier.
9. Students shall not charge their mobile phone at school.
10. Student shall not listen to music on their mobile phone at any time during school hours. Additionally, students shall not have earphones, earbuds visible or a speaker at any time unless directed by the class teacher. Earphones, earbuds and speakers may be confiscated by a staff member for breaches of this policy and must be collected from the St James Centre as per the approach to confiscated mobile phones.

11. The mobile phone policy and associated consequences still apply at school events conducted after regular school hours. Additionally, camps and excursions are an extension of the classroom and this policy still applies.
12. If a student is using a mobile phone and has not been permitted to by the teacher in charge of the class, then they must hand it to the teacher when requested, without question. Failure to do so will result in sanctions as per the College Behaviour Management Policy.
13. The College reception remains the vital point of contact to ensure appropriate duty of care is maintained. Therefore, students are not permitted to contact parents or make other calls during school hours. Where a student needs to contact parents during school hours the student must make the call from the College landline in reception upon receiving the permission of office staff. Additionally, parents must not contact students directly and must contact the College reception in all matters regarding students.
14. Mobile phones cannot be taken into examinations.
15. Students may utilise a mobile phone where a medical practitioner has approved the use of a smartphone app in the management of an illness.