



## Mobile Phones & Personal Audio Devices Policy

The increased ownership of mobile phones requires the school to have expectations to ensure that mobile phones are used responsibly by students. Our classroom expectations state that mobile phones must not be audible and either be switched off or placed on silent mode during and between lessons. They are to be kept in school bags and both bags and phones must remain in lockers. They must not be removed for use during class time.

This rule was designed to ensure that all students could concentrate on their learning without any interruptions while at the same time ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students. The College focus is to teach the appropriate use of technology in order to prepare students for future appropriate use.

The school accepts that parents give their children mobile phones to protect them from everyday risks involving personal safety. There is also increasing concern about children traveling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child as quickly as possible.

### Acceptable uses

- Mobile phones must be either switched off or placed on silent mode during and between lessons. They must be in school bags. Lockers are available for all students. **Bags and phones should be in lockers.**
- Parents are reminded that in cases of emergency the school should be contacted (5155 2982). The office staff will ensure you child is reached as quickly as possible and will assist in an appropriate way.
- Students are reminded that they must go to the General Office to request staff call home when they are unwell and need approval to leave school.

### **Students may (if they choose) use their phones during recess and lunchtime however they must not use their phones after the first warning bell.**

- In order to teach our students skills for appropriate use of technology in future, please support your child in making contact only during break times and only when needed. In emergencies contact the General Office and staff will make the necessary communication.



### Unacceptable uses

- Mobile phones should not be used to make calls, send SMS messages, surf the internet, audio record, take photographs / videos or any other application during lessons.
- Mobile phones should not disrupt classroom lessons by ringing, beeping or vibrating. **They should not be in the classroom and should be stored in lockers.**
- Mobile phones may not be used to audio record, video or photograph any person at school without their prior consent.

### Consequences

- Students who use their phones or audio devices during class will have their phones confiscated by their classroom teacher and handed in to one of their Coordinators or the Principal. Phones can be collected at the end of the school day from the Coordinator's office.

**If a student repeatedly uses their phone inappropriately the phone will be confiscated and parents will be contacted by the Coordinator or Assistant Principal to collect the phone.**

### Inappropriate Conduct

- Students with mobile phones may not engage in personal attacks, harass another person or post private information about another person using SMS message, taking/sending photographs or objectionable images and phone calls. Students using mobile phones to bully other students will face disciplinary actions as outlined in the policy and consequences matrix.

**PLEASE SEE WARNING STAGES ON POSITIVE BEHAVIOUR SUPPORT**

### Theft or Damage

- Mobile phones that are found in the school and whose owner cannot be located should be handed into the General Office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have the mobile phones stolen while traveling to and from school.

**Last Updated:** 19 April 2016

Policy Endorsement & Publication		
<i>The following committees have endorsed this policy/procedure:</i>		
School Council	Signed:	Date:
LESC Leadership team	Signed:	Date:
Policy Review		
This policy is to be reviewed every 2 years.		
Next review	Date:	