



## Mobile Phone and Electronic Devices Policy

The school recognizes that mobile phones have become a significant component of young people's lives and that parents/caregivers wish students to have mobile phones, especially as a means of security and safety. With this increased access to and use of technology comes a set of considerations relating to access rights, respect, privacy and harassment. Electronic devices have many and varied educational uses and when used appropriately may be an asset to learning. Mobile phones can, however, be a disruption to the school's learning environment for they can adversely affect classroom operations, be used in a way that is prejudicial to the good order and management of the school and be an invasion of privacy for students and teachers.

**RESPECT** – the use of mobile phones for communications in classrooms and other assemblies/parades is disrespectful to the learning of others.

**SAFETY** – the use of mobile phones for recording or photographing students and staff is not acceptable and can compromise an individual's safety as it is a breach of personal privacy. Uploading this to social media is a serious breach of privacy. The use of mobile phones to harass, menace or offend others (Cyber Bullying) is an offence.

**RESPONSIBILITY** – students are responsible for the safety of their own property. You should not lend your mobile phone to anyone else

### PROCEDURE:

- Mobile phones are to be **switched off and out of sight** during instruction time and assemblies or parades. They are not to be used, (unless specifically directed by a teacher) seen or heard in class.
- Headphones are not to be in ears or left dangling from shirt fronts/collars during instructional time.
- If parents/caregivers need to contact their child during class time please contact the school office.
- Unauthorised use at school of mobile phones to take pictures, film or record members of the school community is not allowed.
- Students may listen to music on their phone at lunch time but need to be respectful of others in the area. Any music played must be appropriate for a school site and should not contain explicit swear words.

**The following procedure is in place for non – compliance of mobile phone policy in learning areas.**

- Teacher may issue a warning that mobile phones are off and out of sight.
- **First offence** - teacher directs student to take their phone to the office where it will be logged and held safely to be collected after school.
- **Second offence** - teacher directs student to take their phone to the office where it will be logged and held safely to be collected after school. Office staff log a lunch time detention. Office staff send One School contact to HOY who contacts parent to advise of on-going issue and further consequences if it continues.
- **Third offence** - teacher directs student to take their phone to the office where it will be logged and held safely. The student is unable to collect the phone at the end of the day. A parent/caregiver must collect the phone or negotiate an alternative with Administration staff. Office staff send **an Incident report (major) to HOYS for action and HOY contacts parent** and advises that they need to collect the phone and that the student will receive an afterschool detention for misuse of phone 3 times.
- **Fourth offence** - noncompliance with phone policy sees consequences increase – 1 day REBOOT room and parent to collect phone or negotiate alternative with ADMIN

*Further consequences may apply for continued non-compliance. This could include a negotiated plan to managing appropriate phone use– i.e. student drops phone in before school and collects end of day or further suspension. The Principal reserves the right to select responsive strategies in accordance with the Schools Responsible Behaviour Plan for Students and with relevant Legislation and Policies.*

**Should a student refuse a direct instruction to comply with the policy and take their mobile phone to the office this will result in an automatic 2 day internal suspension in the REBOOT room.**