

PROCEDURES FOR STUDENT USAGE OF DIGITAL COMMUNICATION DEVICES

1. Students are **permitted** to bring mobile phones and iPods (or equivalent devices) to school.
2. Students are **not** permitted to listen to music on their mobile phone iPod (or equivalent device) in class. Year 12 students may listen to music (from their laptops only) during study periods in the library only. This privilege may be revoked if the student is seen to be wasting time or distracting others whilst listening to music.
3. In order for students to carry a mobile phone during school hours, students and their parent / carer must first **read, understand and agree to the *Student Usage of Digital Communication Devices Policy***.
4. Mobile phones **must be switched off and kept out of sight at all times during the school day between 8.40am and 3.25pm**. Sport and excursions are extensions of the school day and therefore the expectations are the same as at school.
5. Mobile phones must remain switched off unless permission is granted by a teacher, as the device will be used for **an educational activity**. Once the activity is complete, the mobile phone is again switched off.
6. For **essential purposes to assist in family arrangements** in regard to travel to and from school, a student may request permission from an office staff member at the Office/ Administration area to make a call on their mobile from inside the Office/Administration only. Permission will not be granted for social purposes or non-essential telephone calls.
7. While all care is taken, the school accepts **no responsibility** for mobile phones or iPods (or equivalent devices) that are brought to school and undertakes no responsibility to investigate their misplacement, loss or theft.
8. It is strongly advised that students use **passwords/pin** numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). **Students must keep their password/pin numbers confidential**. Mobile phones and/or passwords must not be shared.
9. When parents need to contact their children during the school day, ringing the the school Office Staff on 42308500 is the appropriate method. **Text messages** must not be sent during the day.
10. Mobile phones and iPods (or equivalent devices) are **not to be used in class, in the playground, in the library or during an assembly, excursion or incursion at any time**.
11. Mobile phones and iPods (or equivalent devices) **must not disrupt classroom lessons** with ringtones or beeping.
12. Students will have their mobile phone or iPod (or equivalent device) **confiscated** by any member of staff if the phone or iPod (or equivalent device) rings or is seen by a teacher in class, in the playground, in the library or during an assembly, excursion or incursion. It will be locked in the safe in the Administration Building and returned under the following guidelines:
 - First confiscation** – handed in to the Office who record it on Sentral, the school's database.
*Phone returned at the end of the day.
 - Second confiscation** – handed in to the Office who record it on Sentral. Year Coordinator is notified. Student to attend a Recess playground withdrawal in Room A1 either on the day or the following day, as applicable. Student to make up time wasted by the teacher in their own time. Phone call by Year Coordinator to alert parents/carers, seek their support and warn of After School Community Service if this occurs again.
*Phone returned to the student by the Office on presentation of proof of attendance at Lunchtime Withdrawal, issued to student by the supervising teacher.

MOBILE PHONE – ICT POLICY 2017

Third confiscation handed in to the Office who record it on Sentral.

The Year Coordinator is notified. Considered defiance of school rules. Parents Informed via After School Community Service letter from the Year Coordinator, including warning of exclusion from classes/playground and the requirement of a parent/carer interview to pick up the phone if another incident.

*Phone returned to the student upon return to the Office of parent/carer signature on acknowledgement slip.

Subsequent confiscations - considered persistent defiance and will be dealt with accordingly. This may include an in-school exclusion and would involve a parent interview for phone collection.

13. Any student/s caught using a mobile phone or iPod (or equivalent device) to cheat in examinations or assessments will face disciplinary actions as sanctioned by the Principal.
14. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone or any other device will face disciplinary actions as sanctioned by the Principal.
15. It should be noted that it is a **criminal offence to use a mobile phone to menace, harass or offend another person**. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Police. Hence, students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or offensive images and phone calls. In addition, the school will take internal action in dealing with cases of harassment that occurs while on the school property or where the impact of such actions out of school impacts on the learning of students while at school.
16. If a student who has used a mobile phone or iPod (or equivalent device) at school **refuses** to hand it over to a member of staff, this will be viewed as a **breach of school discipline** in that the student has **failed to follow a reasonable instruction**. A student who repeats the offence will be disciplined for continued disobedience under the suspension policy.
17. Mobile phones or iPods (or equivalent devices) must not be used in the playground or whilst moving between lessons. **Earphones must not be "worn"**. This will be seen as a breach of the uniform policy.
18. Students are **not permitted** to listen to their mobile phones or iPods (or equivalent devices) at break times.
19. Students cannot use their iPods (or equivalent device) at school using the school network, unless permission is given by a classroom teacher for educational purposes. Additionally, the device must be configured by the Technology Support Team.
20. Mobile devices must not be used for game playing or the configuring of **"Hotspots"** to allow access to the internet.