



POLICY STATEMENT MOBILE PHONE POLICY

1.0 Rationale

- 1.1 Mobile phones are a part of the usual ways by which people communicate. They have many positive uses, particularly in emergency situations or for making arrangements to accommodate last minute changes to schedules. Because of these advantages, students have the right to bring mobile phones to school. However, care must be taken to ensure that this privilege is not disruptive of teaching and learning.
- 1.2 This policy is in place to balance the right for students to have access to a mobile phone at school, with the responsibility to use it appropriately.

2.0 Conditions for use at School

- 2.1 Mobile phones must be turned off before school starts at 8.30am and only turned on at morning tea and lunch breaks; mobile phones are not to be used during class time.
- 2.2 Students will carry their phones, turned off, in their pocket during the day. Alternatively, students can register their phone at reception. If students choose to do this they are asked to label their phone clearly.
- 2.3 During examinations, students are required to leave their phones turned off and in their school bags, which are stored in the front of the exam room or handed to the supervising teacher.
- 2.4 If there are special circumstances, e.g. a health issue, a student may have permission to have a mobile phone turned on during the day. This needs to be negotiated with a member of the School Leadership Team and communicated to each member of staff before any lesson.
- 2.5 Students are urged not to use mobile phones at morning tea or lunchtime to make social calls. These are times for spending with fellow students, nurturing friendships and being involved in lunchtime activities.
- 2.6 Mobile phones which have the capability to access the internet, take pictures or record video, should only be used for legitimate and agreed to purposes. Students should never photograph or record any person without their express permission. All use of mobile phones must be in keeping with the school's Declaration of Rights and Responsibilities and other school policies. Clearly phone should never be used as instruments for bullying or harassment. Activity of this nature would also be covered by our Bullying and Harassment Policy.



3.0 Breach of these Conditions

The overarching concern in addressing issues of mobile phone use at school is the creation of the best possible teaching and learning environment. If a student breaches the school policy, there are important issues of trust and personal responsibility that must be addressed. Breaches of the policy will mean the following consequences will be followed through.

3.1 First Occasion

- 3.1.1** The student will discuss the situation with the teacher, referring to the school and addressing issues of trust and responsibility.
- 3.1.2** The student will surrender the mobile phone (to the teacher) for the day. The phone will be stored in the reception area and the student will be entitled to collect the phone at the end of the school day.
- 3.1.3** The student will be required to demonstrate, in writing, an understanding of the policy and the issues of trust and responsibility.
- 3.1.4** The student will be informed of the consequences of a further breach of policy.
- 3.1.5** The student will inform his/her parents of the incident and the consequences of a further infringement and the parents will be asked to contact the school to acknowledge their understanding of this.
- 3.1.6** The teacher managing the incident will inform the appropriate Student Management Team teacher, and they will record the details in TASS Student Notes.

3.2 Second Occasion

- 3.2.1** The teacher will confirm with the student that this is a second breach of the policy and refer the student to the Student Management Team. The member of the Student Management Team will discuss the situation with the student, referring to the school policy and addressing the issues of trust and responsibility.
- 3.2.2** The student will lose the right to have access to the mobile phone during the school day for a period of four weeks. If it is necessary for the student to bring the phone to school during this period, then the phone must be checked in at reception each morning, and collected at the end of the day.
- 3.2.3** The student will be required to demonstrate, in writing, an understanding of the policy and the issues of trust and responsibility.
- 3.2.4** The student will be informed of the consequences of a further breach of policy.



- 3.2.5 The student will inform his/her parents of the incident and the consequences of a further infringement and the parents will be asked to contact the school to acknowledge their understanding of this.
- 3.2.6 The Student Management Team teacher will record the details in TASS Student Notes.

3.3 Third Occasion

- 3.3.1 It is anticipated that following two breaches of the policy, the student and his/her parents will be well enough aware of the consequences of a further breach that the likelihood of this occurring is minimal. In the event of a third breach of policy it leaves little room but to permanently withdraw the student's right to bring a mobile phone to school. If a student and his/her parents demonstrate that a mobile phone is essential for safety or other similar reasons, then the student will be required to sign the phone in to reception on every occasion they bring the phone to school.

4.0 Mobile Phone Etiquette

The following are courtesies and requirements that are expected by society. If you keep these in mind, you will avoid offending someone.

- 4.1 **When in doubt, always go out.**
When possible go outside or to another room to make your call if your call might disturb others.
- 4.2 **When required, turn your phone off and check it's off.**
There are some places where people should never talk on a mobile phone or send text messages and where the ringing of a mobile phone or message alert is considered highly unacceptable, such as classrooms, movies, weddings, during speeches, stage shows, concerts or in lectures.
- 4.3 **Keep your conversations private.**
People's sense of personal space varies in each situation. Talking loudly in a confined space like a lift, a train or a restaurant tends to infringe on others' personal space. Be aware of where you are and who you are with and what others are doing before you decide to send or accept a call.
- 4.4 **Talk to the one you're with.**
If you receive a call or text message during a conversation, send the call to your voice mail or answering service and read the text message later. Your first priority should be respect for the person you're with. However, if you are expecting an important call let the person you're with know before the call arrives and excuse yourself before accepting the call.



4.5 Don't send inappropriate messages.

Messaging is a great way to communicate, but don't send offensive or threatening text, voice, picture or any other sort of message. It is a criminal offence to use a mobile phone to menace or harass someone. As a form of harassment, it is entirely unacceptable in any context and for any reason.

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Developed:	26/11/2012
Last Reviewed:	26/11/2012
Next Review:	On-going
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