

## Mobile Phone Policy

<b>Date Approved:</b>	21/03/2025
<b>Scheduled Review Date:</b>	8/12/2028
<b>Policy Owner:</b>	Principal

### 1. Context & Purpose

The ownership and use of mobile phones is a reality in a modern digitally connected world.

The College recognises that most students will own mobile phones and that many parents/guardians will want their child to take a mobile phone to school for communication and personal safety reasons.

Mobile phones can, however, create a range of issues that need to be managed. They are valuable items that can be lost, stolen or damaged, and they can be used inappropriately to disrupt the learning environment or to harm others.

The right to bring a mobile phone to the College therefore comes with a responsibility to use it appropriately. This policy seeks to explain the College's expectations and provide guidance with respect to the use of mobile phones while at the College and when involved in College activities.

### 2. Application

This policy applies to:

- all students, staff and parents/carers; and
- where a student is at the College (including breaks), involved in College activities, or representing or acting at the direction of the College, regardless of location or whether it's a physical or online environment.

### 3. Statement of Policy

The College acknowledges there are several legitimate and appropriate uses of a mobile phone in the College environment, including as an aid for learning, instruction and assessments, or to assist or improve communication in an emergency.

The College therefore permits students and staff to bring and use a mobile phone at school, subject to:

- the mobile phone being used consistently with this policy; and
- in the case of students, signing the College's ICT Acceptable Use Agreement.

Mobile phones are brought to the College at the owner's own risk and the College will not be responsible if the phone is lost, stolen or damaged.

#### **4. Expectations Regarding the use of Mobile Phones**

##### ***Classroom and Learning Environment***

The following rules apply regarding mobile phones in the classroom or all other learning environments, College activities and events:

- unless otherwise permitted by the teacher, phones must be kept on silent or do not disturb modes, and kept out of sight.
- students must follow all reasonable instructions of teachers or College staff. This may include placing the phone away from a student or in a common collection area during educational activities.
- mobile phones may be used as an educational tool at the direction of the teacher.
- photos and/or videos may only be taken for legitimate educational purposes or where the express permission of the person has been provided.

##### ***Behavioural Expectations***

The College expects students to use their mobile phones in a responsible and appropriate manner. Students must not use their mobile phone or the phone of someone else to:

- take photographs or videos that are unrelated to educational purposes or without the express permission of the person, or where the situation is inappropriate, such as the College bathrooms
- bully, harass, threaten, embarrass, humiliate or to cause discomfort to another person
- upload photos or videos of other students or people to any social media platform without the other person's consent
- send or post provocative or sexual photos, messages or videos online
- upload or publish photos or video of staff
- photograph or record disputes, arguments or fights between students or other people
- engage in any other type of conduct that would otherwise be in breach of the College's Bullying Prevention and Intervention Policy, Digital Technology & Social Media Policy, or Behaviour Management Policy.

### ***Consequences for Inappropriate Use***

Where a teacher or staff member has a belief that a student(s) has engaged in conduct in breach of this policy, disciplinary action may follow. Without limitation, this may include any of the following:

- temporary confiscation of the phone to deal with the immediate nature of the conduct
- removing a student from class to attend the office area, or in consultation with a parent/guardian, sending a student home should they refuse a reasonable instruction regarding the use of their phone
- any other disciplinary action available to the College under its Behaviour Management Policy

### **5. Implementation & Communication**

The College will communicate and implement this policy with students, parents/guardians and staff through a range of measures, including:

- The policy being available through the College’s student management system
- Staff induction and training
- Parent/Guardian and student induction
- The signing of ICT Acceptable Use Agreements
- Classroom management and appropriate supervision

### **6. Policy History**

<b>Version</b>	<b>Policy Owner</b>	<b>Approval Date</b>	<b>Summary of Changes</b>
1	Principal	21/3/2025	First Adopted