

Mobile Phones and Accessories (Student Use Of) (approved by College Council, 27 November 2019)

The Hazard - Mobile Phones and Accessories

Mobile Phones and Accessories (including smart watches, earphones and any such equipment the College deems) can create a range of hazards when brought into the College environment:

- They are valuable items that can easily be lost, stolen or damaged;
- Mobile Phones and Accessories can be used inappropriately to bully, intimidate or harass people, having serious consequences which may include police involvement;
- Mobile Phone and Accessories usage disrupts learning for the phone user, as well as fellow students and staff;
- face to face interaction between students and staff and peers is limited, causing anti-social behaviours, misunderstanding and overuse of screen time; and
- use of Mobile Phones and Accessories may impact the mental and social health and wellbeing of a young person.

Tatachilla Lutheran College's Policy

Tatachilla Lutheran College acknowledges parents/caregivers may wish their child to carry Mobile Phone and Accessories for personal safety reasons, although the right of a student to have access to a mobile phone at school must be balanced with the responsibility to use it appropriately.

Parents/Caregivers are requested not to contact students by Mobile Phone and Accessories during the school day. If parents/caregivers need to urgently contact a student, they are to follow normal procedures and contact the College Student Services Office (SSO), who will then contact the student as required.

It is our policy that:

- Students must sign and return an **Information and Communication Technology (ICT) Agreement** before they are permitted to bring their Mobile Phones and Accessories to school;
- Mobile Phones and Accessories are brought to school at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the Mobile Phone or Accessories;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their Mobile Phone and Accessories during school hours (e.g. health issues which require a medical/specialist certificate);
- Mobile Phones and Accessories must not be brought into exams or class assessments (even if they are turned off or on silent mode);
- Mobile Phones and Accessories must not be used inappropriately. Refer to our **Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies**;
- Mobile Phone cameras are not to be used within the College grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;
- Students should never photograph or record any person without their express permission; and
- Parents/Caregivers are to be informed that in cases of emergency, the College remains an appropriate point of contact to reach their child quickly.

Year Level Practices

• **Junior School Students (R-6)**

Reception to Year 6 students are not to bring Mobile Phones and Accessories to school. If a Mobile Phone and/or Accessories are brought to the College, these must be handed to the Class Teacher.

• **Years 7-10 Students**

Years 7-10 students are not to bring Mobile Phones and Accessories to the College. If a Mobile Phone and/or Accessories are brought to the College, these must be stored in a securely locked locker and not accessed during the school day.

• **Years 11-12 Students**

Mobile Phones and Accessories may only be used by students before or after school, or during Recess and Lunch breaks in the allocated spaces. Mobile Phones and Accessories must be kept in a securely locked locker during class time.

Employees' Responsibility

All staff are responsible to:

- Model appropriate Mobile Phone and Accessories behaviour at all times;
- Ensure all students are provided with ICT Agreements, that they understand them and sign to agree the expectations, and that they understand they will face disciplinary action in the event they misuse Mobile Phones and Accessories;
- Be vigilant in monitoring students when using Mobile Phones and Accessories;
- Ensure Mobile Phones and Accessories are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate Mobile Phone and Accessories misuse in accordance with this policy; and
- Ensure that any incident of inappropriate Mobile Phone and Accessories misuse that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- Staff and student training and instruction via Assemblies, Home Class and Year Level Meeting times;
- Student ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate Mobile Phone and Accessories usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy Tatachilla Lutheran College may take disciplinary action.

Where a student breaches this policy all reports of incidents and misuse of Mobile Phones and Accessories will be recorded and retained on the student's file, and the Behaviour Support Guidelines will be actioned.

Related Policies

Bullying Prevention & Intervention Policy
Cyber Safety Policy
Information & Communication Technology Policy
Social Media Policy
Photography & Video Policy