



MOBILE PHONE POLICY

Many students have mobile phones and smartwatches, in general, they are a useful mechanism for family members to keep in touch in case of an emergency. However, they can be improperly used, quite easily lost or damaged. They must be effectively managed by students, so that they do not detract from the learning environment or present a risk to College security and/or their own safety.

Rationale

Many students travel considerable distances to and from the College on both private and public transport and it is important for their safety that they have the capacity to contact their parents, or other family members, in an emergency. However, the usage of mobile phones in a school setting can be highly disruptive.

We aim to ensure that all students can focus without distractions – detachment from, and responsible use of mobile phones is crucial to a student's development. It is for this reason that College policy discourages students from bringing mobiles to school, unless they are necessary for student safety. If they are brought to school, mobile phones must be stored in students' lockers and must not be used within school hours.

If a student is ill, they should follow the process to attend the College Sick Bay. Here the Office Administration Staff will evaluate their situation and if they deem it necessary, contact parents or carers using the College telephone. Students must not independently contact parents about an illness or any incident, without going through College Reception or a teacher as is appropriate. All messages to parents must be passed on through College staff. Students must not make arrangements to be released from school unless it is decided by a member of staff responsible for the student, and that is generally the Year Coordinator.

No Social Usage of Mobile Phones by Students

Contacting friends, arranging for out-of-school meetings, and responding to arguments can jeopardise the safety of a student. Any student found using their mobile in such a way will face the consequences of their actions. **Cyberbullying** is not tolerated at the College due to the harm it causes to others. Cyberbullying will be managed through the College's Anti-bullying policy. In some cases, disciplinary action or reporting to the NSW Police Force, the School Safety and Response Hotline and/or the safety commissioner will be necessary, if a crime has been committed.

Examination Protocol

Students are not permitted to bring a mobile phone or smartwatch to any examination room. They must be handed to the teacher in charge if they are in their possession. Examination officers may also raise a question about the prospect of cheating if a student is in possession of a mobile phone.

Smart watches are banned in the examinations room.

Risk of Theft and Damage

College insurance does not cover the loss, theft or damage of mobile phones or smart watches, and the College is under no obligation to investigate such matters.

Procedure for the Bringing of Mobile Phones to the College

For the safety reasons outlined above, some students will continue to bring their mobile phones to the College. Therefore, in order to be a more focused and diligent student, the College sets the following mobile phone standard/policy:

- If the student brings a mobile phone to school, it must be kept out of sight at all times. **The mobile phone and smart watch should be stored securely in the student's locker.** The key or code number of the locker must not be shared with any other student.
- Primary Students will be required to keep their mobile phone in their bags until they reach class, where they then will be asked to place their phone into a class box and kept in a safe place in the classroom. Students are not permitted to use their mobile device until they are off the school premises.
- The student is responsible for the care of their mobile phone. The school will not take any action and is not responsible for damage or loss of a student's mobile phone.

Consequences for mobile phone/smart watch being seen with student

1. If the student's mobile phone/smart watch is physically seen in their possession (e.g. in their hand, on their wrist, on the desk, in the playground by a teacher, in their pocket, etc) on the school grounds or at external school-based events, regardless of whether it is being used or not, it will be confiscated by the teacher and sent to the Secondary Administration Assistant. The student needs to call their parent at lunch time in the Front Office to organise for phone collection.
2. The parent/guardian is welcome to collect the mobile phone/smart watch (on the day of confiscation) after school, from 3:15pm–4:00pm. Otherwise, the phone/ smart watch can be collected the next day by a parent/guardian.
3. Parent/guardian or responsible adult picking up the student are permitted to collect their child's mobile phone from the Front Office. Parent signature is required upon mobile phone collection.
4. If a teacher requests for the phone/smart watch to be handed in, the student must comply without question. The teacher is simply adhering to school policy. If the student refuses to cooperate with the teacher, the student will be sent to their Year Coordinator. If further issues arise, the student will be sent to the Director of Pastoral Care to discuss the matter. External suspension is a possible outcome.
5. On the third confiscation of mobile phone/smart watch, the student receives an external suspension.
6. If the phone/smart watch is confiscated a sixth time, enrolment may be compromised.

Parent-child communication

- In the event that a child needs to contact their parent/guardian, the appropriate channel is through permission from the Director of Curriculum, Director of Pastoral Care or the respective Pastoral Year Coordinator. The child is welcome to use the College phone to contact their parent, where it is deemed necessary.
- As usual protocol, in the event that a parent/guardian needs to contact their child, the parent/guardian is to call the College and the Front Office Staff will gladly deliver the message to the student.
- If a student is found to have contacted a parent, peer or any other person via their mobile phone: the student's phone will be confiscated the following school day and further consequences may apply. Continued contact via phone during school hours or use/possession of mobile phone may jeopardise the student's enrolment.

Canteen

The mobile phone/smart watch is not permitted to be used to purchase food from the canteen. The same process applies with consequences, as abovementioned. Phone will be confiscated as per College policy.

Thursday Sport

The above policy applies to Thursday Grade sport. Mobile phones must be kept in the student's locker. Should an emergency arise, the supervising teacher(s) will contact the College and/or parent/guardian. Phone will be confiscated as per College policy.

Representative Sport

Students that participate in representative sport may arrive after 3:10pm. Students are permitted to bring their phone with them in the event of contacting their parent to arrange for late to school. The mobile phone is to be used under directions of their teacher/coach. If phone is not permitted, phone will be confiscated as per College policy.

Students are responsible for taking care of their mobile phone and other belongings. The College takes no responsibility for the loss or damage of student's mobile phones or other belongings.

Carnivals

Mobile phones/smart watches are not required at school swimming and athletics carnivals, however must not be seen or in use, unless specifically instructed by the teacher. Phones will be confiscated as per College policy.

Excursions: students are permitted to take their mobile phone to an excursion, however must not be in seen or in use unless specifically instructed by the teacher. Phones will be confiscated as per College policy.