

## Use of Mobile Technology Devices Policy

### Rationale

This school-level policy is supplementary to the Department of Education's *Student Mobile Phones in Public Schools Policy*. It concerns mobile technology and communication devices and aims to clarify if and how such devices can be used by students at school.

### Policy Rules

**The use of mobile devices by students is prohibited from the time they arrive at school until the conclusion of the school day** ("off and away all day") unless the student has been granted an exemption for the following uses:

- to monitor a health condition as part of a College-approved documented health care plan; or
- for a particular educational purpose under the direct instruction of a teacher; or
- with permission of a teacher for a specified purpose, including using a leased device from the College.

"Off and away all day" includes before school, break times and until students exit the College property at the end of the school day. If mobile devices are brought onto the property they must be out of sight and on silent mode, inside student backpacks and are not permitted to be stored on the student's body or clothing.

For the purposes of this policy, mobile devices include, but are not limited to, mobile phones, ear buds, headphones, Bluetooth portable speakers, smart watches\*, iPods, iPads, laptops, tablet computers, and electronic personal organisers. (\* smart watches must be placed in aeroplane mode)

It is the responsibility of students who bring a mobile device to school to abide by this policy. Students are also responsible for protecting their device from vandalism or theft.

The College and its staff are not responsible for personal mobile devices owned by students that are brought to school. Confiscated devices will be securely stored, within reasonable parameters that apply to school security.

Students are not permitted to use a device at all, unless under an exemption clause above, and this includes to contact others, including parents; monitor incoming communication or social media; watch video material; photograph, video or sound record anyone or anything; or listen to music during the school day.

Students needing to urgently contact or receive communication from parents must do this via the College administration office.

### Non Compliance

- Unless granted an exemption, students not complying with this policy will be directed to surrender their mobile device to staff in classrooms or in the College administration building. Devices may be temporarily stored by teachers, at their discretion, before being passed to administration for storage.
- Submission of the device will be recorded and students may collect it from College administration after school.
- Refusal or failure to submit the device will be treated as failure to comply with staff instruction and appropriate consequences will be applied by Student Services.
- Multiple offences may lead to loss of good standing and parents or carers being required to collect the device from the College.

- Using technology to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour and would be referred to police.
- It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Serious incidents (possibly illegal use, whole class disruption, etc.), as determined by staff, will be referred immediately to Student Services for investigation and disciplinary action.

<b>Date</b>	<b>Notes</b>	<b>Updated by</b>
6 Feb 2014	Policy created	P Clarke
13 March 2015	Minor updates	P Clarke
5 July 2019	Minor Updates (to Consequences)	P Clarke
13 Dec 2019	Major changes to comply with new DoE Student Mobile Phones in Public Schools Policy	P Clarke