

Policy Statement and Agreement for Acceptable Use of Mobile Phones – Middle / Senior School Students

Rationale

St Andrews Lutheran College accepts that parents provide their child with mobile phones for a variety of reasons, including those related to ease of communication, personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly, at any time.

If your child does bring a mobile phone to College, parents are reminded that they must always contact administration in the first instance should they need to contact their child during the school day. In cases of emergency, administration remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in an appropriate way. Senior and Middle School Administrations must be advised should your child become unwell and/or need to leave the College grounds during the day and a parent must sign their child out at the relevant administration area.

1. Responsibility

- 1.1. It is the responsibility of students who bring mobile phones onto College premises to adhere to the ICT Acceptable Use agreement and the guidelines outlined in this document.
- 1.2. The decision to bring a mobile phone to College should be made by parents or guardians. Parents should be aware if their child has taken a mobile phone onto College premises.

2. Guidelines of Acceptable Use of Mobile Phones at the College

- 2.1. Volume must be turned off / phone set on silent.
- 2.2. Talking or texting in class is unacceptable.
- 2.3. Students are required to mark their mobile phone clearly with their name.
- 2.4. Mobile phones which are found in the College and whose owner cannot be located should be handed to administration areas (Senior/Middle).
- 2.5. Mobile devices may be used in classrooms at the discretion of the teacher for education purposes only.
- 2.6. Phones are not to be used for non-educational purposes.
- 2.7. Phones should not be visible at break times.
- 2.8. Middle School students are invited to hand their mobile phones into the Middle School Administration at the start of each day for safe keeping. Senior School students are encouraged to keep their phones locked in their lockers or on their person. Any phone on the premises is brought to College at the owner's risk and no responsibility will be taken for the phone's safe-keeping.
- 2.9. The usage of mobile devices on College premises are also subject to the terms and conditions in the ICT Acceptable Use Agreement and other related policies.

3. Theft or damage

- 3.1. Students who bring a mobile phone to College should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

- 3.2. Mobile phones that are found in the College and whose owner cannot be located should be handed to front office reception.
- 3.3. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones. Their safety and security is wholly in the hands of the student.
- 3.4. The College accepts no responsibility for students who lose or have their mobile phones stolen or damaged whilst travelling to and from school.
- 3.5. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords should not be shared.

4. Consequence

- 4.1. Students who infringe the rules set out in this policy will have their phones confiscated and taken to administration for collection by the student afterschool or the following morning at the discretion of the Head of School.
- 4.2. If overnight confiscation is not possible then a Friday afternoon detention will be imposed.
- 4.3. If students refuse to hand over their confiscated phone they will be referred to Head of Middle or Senior School to discuss disciplinary action.

Mobile Phone Guidelines for Teachers

- Acknowledge that phones are with students.
- Usage of mobile phones as an educational tool within the classroom is at the discretion of the teacher.
- Phones are not to be used for non-educational purposes.
- Teachers need to guide students in responsible usage.
- The use of 'Hot spots' for internet connection is discouraged, they should only be allowed for educational use. (Please note that hot spots have no internet filters.)
- Students do not need to setup a hot spot with their phones for internet access, they can connect to College WIFI.
- Volume must be turned off.
- Talking or texting in class is unacceptable.
- Phones out of pockets and face down on desks is at the discretion of the class teacher (although this is preferred to properly monitor use)
- No texting or calling at break times.
- Use of mobile phones in Middle School years for educational purposes is discouraged. Year 7 and 8 students in 2013 will have iPads which will negate the need for a phone for educational purposes.

Students not adhering to these guidelines need to have phone confiscated and handed into administration. Students who infringe the rules set out in this policy will have their phones confiscated and taken to administration for collection by the student after school or the following morning at the discretion of the Head of School.

If overnight confiscation is not possible then a Friday afternoon detention will be imposed.

If students refuse to hand over their confiscated phone they will be referred to Head of Middle or Senior School to discuss disciplinary action.

Excursions

Phones are acceptable for **day** excursions only based on the guidelines in this document. (Excursion permission forms may need to be updated to reflect this).