



Mobile Phones Policy

Mobile phones should **NOT** be used at school and should be turned off during the day. The only exceptions to this rule are:

- when the phone is used for educational purposes and a directive from the teacher has been given to students to use the phone in their class for a particular lesson

OR

- when a student has sought and been given permission from the teacher directly.

The College takes no responsibility for lost, stolen or damaged phones. Phones must be kept out of sight, which includes not being placed in the top pocket of the blouse/shirt.

Any image-capturing device cannot be used to capture in either photograph or video another person at the College without the express permission of the individual or individuals of whom the image is being taken (this is a legal requirement). Permission to use any resulting photo or video in any external media must first be obtained from the College Principal or delegate.

When going to the bathroom mobile phones must be left on the teacher's desk.

Mobile phones are not to be used on College grounds. Students wishing to make a personal phone call are to report to the front office.

These procedures have been formulated to ensure in the classroom mobile phones do not detract from the learning of students; further, that in the College environment students have the opportunity to engage in social activities without the distraction of electronic devices.

The following procedures will be upheld at the College:

1. Any mobile phone used or seen/heard in class will result in the student's phone being confiscated and placed on the teacher's desk. The phone will be returned at the end of the lesson and the student will receive an afternoon detention. (Detention letters will be issued by the Year Coordinator.)
2. Repeated infringements will result in parents being contacted by the Year Coordinator to discuss alternate arrangements regarding the student's phone while on College grounds.

3. Students wanting to make a phone call will need to ask permission at the student office. Office staff will either make the call for them or direct the student to the nearby alcove to make their call.
4. Staff on playground duty will ask students to put phones away. Staff are not asked to issue detentions for non compliance however staff can inform the Year Coordinators or Assistant Principal if students have been disrespectful in disobeying a teacher's instruction which will be followed up.