MOBILE PHONE AND ELECTRONIC DEVICES ACCEPTABLE USE POLICY

Intent

To provide a safe, uninterrupted learning environment for both staff and students, students are advised to keep all electronic devices at home. However, students who do bring electronic devices to school are required to keep them switched off and out of sight during class time.

Procedure

This policy applies to all electronic devices including, but not limited to: mobile phones, ipods, ipads and computer games.

As many of our students use school buses to travel to and from school, we understand that a mobile phone provides added security.

Students must display courtesy, consideration and respect for others whenever they are using a mobile phone or electronic device (including those with Bluetooth functionality).

Mobile phones and other electronic devices are brought to school at the owner’s risk. No liability will be accepted by the College in the event of loss, theft, damage of any device.

All student mobile phones and electronic equipment (including those with Bluetooth functionality) are to be switched off and out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning. This includes ear phones and various other cords attached to mobile phones and electronic devices.

There may be circumstances where a teacher will authorise the use of a mobile phone or electronic device to assist or enhance the learning environment. This is at the discretion of the teacher and not the student. Unless specific permission is granted by the teacher, mobile phones and electronic devices will remain switched off and out of sight during class time. This includes lining up for classes.

Mobile phones and other electronic devices, including ear phones and cords, should be safely stored in bags, pencil cases or in pockets during class time. They may be stored at the office upon request.

Students are only permitted to use mobile phones or electronic equipment (including those with Bluetooth functionality) before or after school, or during recess and lunch breaks and only in class under strict supervision and instruction from teachers.

The use of mobile phones and electronic devices (including those with Bluetooth functionality) that contravene the school’s ‘Acceptable Use Policy’ will lead to the devices being confiscated by school staff, with collection/return to occur at the end of the school day where the device is not required for further investigation.

Invasion of privacy through the capture of images, recording of video footage, recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material will result in disciplinary action and contravenes the Invasion of Privacy Act 1971 (Qld).
The sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will be subject to disciplinary action and potentially police investigation.

Mobile phones or electronic devices (including those with Bluetooth functionality) may not be taken into or used by students at exams or during class assessment unless expressly permitted by school staff.

Parents who wish to contact their student during the school day, should contact the school office (Ph: 5547 9333) and every effort will be made to ensure a message is delivered to your child. Parents should not contact their child on their mobile phone.

### Consequences

**Stage 1**

- Teachers will confiscate mobile phones, electronic devices and other associated attachments, such as ear phones, that interrupt the teaching and learning of others.
- The item/s will be stored in the office and will be able to be collected by the student after 3pm.
- The incident will be entered on OneSchool.

**Stage 2**

- If the student interrupts the teaching and learning of others on a second occasion with a mobile phone or electronic device, it will be confiscated by the teacher again.
- The item/s will be stored in the office and contact will be made with parents/guardians to collect the mobile phone or electronic device from the school.
- The incident will be entered on OneSchool.

**Stage 3**

- If the student interrupts the teaching and learning of others on a third occasion with a mobile phone or electronic device, it will be confiscated by the teacher again.
- The item/s will be stored in the office and contact will be made with parents/guardians to collect the mobile phone or electronic device from the school and instructed that the mobile phone or electronic device will no longer be permitted at school.
- The incident will be entered on OneSchool.

**Stage 4**

- If the student continues to interrupt the learning of others through the inappropriate use of a mobile phone or electronic device then they will face more serious consequences which may involve suspension.