



## USE OF MOBILE PHONE PROCEDURE – FLOW CHART

Student phones switched off and kept in school bag whilst on school grounds.  
(Including when representing the school at camps, carnivals, excursions, sport etc).

Exception being if allowed to use mobile phone for classwork in class, approved by teacher.

Exception being Years 11 and 12 at recess and lunch in the CAPA area.



If a student is seen with a phone, the teacher will give an orange note to the student to take the item to a Deputy Principal.



Receipt of the item will be recorded on a record by the Deputy Principal and a 'return to class note' provided to the student. (Phone locked in School Phone Safe).

Teacher to contact Deputy to confirm phone confiscated if note not produced by student.

Deputy to contact student and confiscate phone.



The student will be required to collect their phone at the end of the school day



A second time occurrence sees the student receive a lunch detention.



A third infringement will lead to an after school detention supervised by the Deputy Principal.



Repeated failure to observe this school requirement will lead to the confiscation of the device to be collected by a parent of the student and consideration of school suspension for persistent misbehaviour for failing to observe school rules.



The usual communication between teachers and parents regarding illness, property, messages, emergencies or school issues remains via the front office.

*The school can accept no responsibility for the security or care of mobile phones, or other electronic devices that are brought to school. These items are brought to school at the owner's risk*