

## PROCEDURES FOR THE USE OF MOBILE PHONES

### BACKGROUND

Vincentia High School acknowledges that students may need to be in possession of a mobile phone for reasons of safety in travelling to and from school.

### AIM

To ensure the continuity of an effective learning environment uninterrupted by the distraction of mobile phones (or other electronic devices) and to eliminate the threat, or likelihood of any threat, to the safety or wellbeing of any person.

### OBJECTIVES

1. To ensure all staff, students, parents/caregivers are familiar with the policy and procedures.
2. To ensure that quality teaching and learning in the classroom is not hampered by irresponsible behaviour.
3. To eliminate inappropriate use of mobile phones so that they could be used to bully, intimidate or otherwise harass others through any SMS or text message, photographic, video or other data transfer system available on the phone.

### IMPLEMENTATION

1. Procedures distributed to all staff and explained at a staff meeting. Future staff meetings used to reinforce the procedures.

2. Parents/Caregivers informed of procedures by email, website and social media.

3. Deputy Principals conduct year meetings to explain and distribute copies of procedures.

4. If a student wishes to bring a mobile phone, (i.e. for contact with parents whilst travelling to and from school) then the phone must be switched off from the time the student enters onto school grounds until the student leaves the school grounds at the conclusion of the school day. During this time, it is recommended that the phone be kept in a discreet place within the student's school bag and that it should not be removed during the entire school day. This applies to all school activities whether at camp, on excursion, attending sport, carnivals or other such events.

5. If a student is found with a mobile phone, or device in their hand or on display at **ANY** time during the day, *then on first instance*

(a) the teacher will give a note to the student to take the item to the Deputy Principal.

(b) receipt of the item will be recorded on a record by the Deputy Principal and a return to class note provided to the student.

(c) the student will be required to collect the item at the end of the school day

If this should occur a second time, the student shall 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.

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

7. 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.