



## MOBILE PHONES & OTHER ELECTRONIC EQUIPMENT POLICY

Policy Number	N/A
Implemented	2012
Evaluated	2017
Next Evaluation	2020
Evaluation Group	LT
Evaluation Frequency	3 years

### 1. RATIONALE

The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at Gleeson College. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students. Gleeson College accepts that parents provide their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone provides parents reassurance that they can contact their child if they need to speak to them urgently outside of College hours.

Gleeson College has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours. The Acceptable Use Policy for mobile phones also applies to students during College hours, Excursions, Camps / Retreats and College related extra-curricular activities.

### 2. AIMS

- 2.1. To help students to concentrate on their learning without distraction.
- 2.2. To protect the privacy of all at Gleeson College.
- 2.3. To promote a socially acceptable practice for the use of mobile phones and other electronic equipment.
- 2.4. The College endeavours to educate students in the appropriate use of mobile phones and other electronic equipment.

### 3. BROAD POLICY

Gleeson College accepts that parents/caregivers allow their children to bring mobile/smartphones and other electronic equipment such as tablets, MP3 players etc and accessories to the College. Where appropriate and only with teacher permission, the equipment may be used in lessons.

With the increased ownership of mobile phones and other electronic equipment, College administrators, teachers, students and parents/caregivers need to take steps to ensure that these are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits of mobile phones and other electronic equipment can continue to be enjoyed by our students.

### 4. GUIDELINES

- 4.1. Mobile phones and electronic devices must be switched off and kept out of sight (in pocket or pencil case) during classroom lessons unless permission has been provided by the supervising teacher.
- 4.2. For safety reasons, mobile phones (texting or talking) should be used while stationary only and should not be used while walking around the school grounds.

- 4.3. While on the Gleeson campus students may use their mobile phones for making calls or text messaging at recess and lunchtimes and before and after school only. Devices should remain on silent at all times, including during recess and lunchtimes.
- 4.4. Emergency contacting of students by parent(s)/caregiver(s) can and should be made via the College office only. **Parents are asked not to contact their child by mobile phone during school hours.**
- 4.5. Mobile phones and electronic devices should not be used in any manner or place that is disruptive to the normal routine of the school.
- 4.6. The College takes no responsibility for any electronic equipment brought onto the campus, which is subsequently lost, stolen or damaged.
- 4.7. In order to protect the privacy of the individuals at our College and campus, the taking of photographs or video footage using devices, including the mobile phone, at any time, requires the permission of the Supervising Teacher.
- 4.8. For supervised assessment tasks, e.g. exams, test; mobile phones and other electronic items are not permitted to be brought into the room at all or an appropriate container at the front of the room is to be provided in which students will place their switched off device prior to the commencement of the exam or test.

#### **MOBILE PHONE SPECIFIC GUIDELINES**

- **It must be noted that it is a criminal offence to use a mobile phone or other electronic device to menace, harass or offend another person (i.e. cyber bullying). In such an instance, the College may consider it appropriate to involve the police in dealing with such issues.**

#### **Students**

- It is the responsibility of students who bring mobile phones and other electronic equipment onto the Gleeson College premises to adhere to the guidelines and procedures outlined in this policy document.
- Mobile phones and other electronic equipment must be switched off during school hours unless permission is granted by the teacher.
- The College accepts no responsibility for replacing lost, stolen or damaged phones and other electronic equipment.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students or if stolen). In such instances students must keep their password/pin number confidential.
- Students who feel ill during the school day must have the College front office staff call parent(s)/caregiver(s) to inform them of their child feeling unwell. **Under no circumstances** should a student make contact with parent(s)/caregiver(s) until the College front office staff has done so in the first instance.
- Unless express permission is granted by the teacher, mobile phones should not be used to make calls, send SMS messages, access the internet, take photos or use any other application during school lessons and other educational activities, such as College masses, assemblies, excursions/field trips and College retreats. Students may only use their mobile phones before or after school or during recess and lunch time breaks.
- Mobile phones must not disrupt classroom lessons with ringtones or beeping, and must be switched off prior to entering the classroom environment.

- Using mobile phones to bully, threaten, harass, engage in personal attacks, or post private information about another person using SMS messages, taking / sending photos or objectionable images, and phone calls is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour which can be referred to the Police if deemed necessary. Students using mobile phones to bully other students will face actions as deemed appropriate by the Principal, Deputy Principal and/or Assistant Principal of Student Development.
- Students must not use their or take another student's mobile phone to take videos and pictures of acts to denigrate and humiliate a student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent.
- Mobile phones are not to be used in changing rooms or toilets in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College.
- Any student/s caught using a mobile phone to cheat in exams or assessments may face actions as deemed appropriate by the Principal, Deputy Principal, Assistant Principal of Student Development, House Coordinator and/or Key Learning Area Coordinator
- Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face actions as deemed appropriate by the Principal, Deputy Principal and/or Assistant Principal of Students Development and or House Coordinator.

#### **Staff**

- It is expected that staff mobile phones are either switched off or on silent during meetings, school functions and lessons, so there is minimal distraction to others.
- College mobile phones will be available as an option for staff to use during excursions (or yard duty if required).
- When in a supervisory capacity, it is inappropriate for staff to engage in personal communication other than in an emergency.
- Parents and students should contact teachers through the College office.

#### **Parents**

- The decision to provide a mobile phone and other electronic equipment to their children should be made by parents/caregivers.
- Parents/Caregivers should be aware if their child takes a mobile phone or other electronic equipment onto the College premises.
- Parents are asked to contact their child only through the College landline 8282 6600 during school hours not via their child's mobile phone.
- As a courtesy, parents are asked to turn off phones or switch to silent when attending College functions and meetings.

#### **PORTABLE TECHNOLOGY SPECIFIC GUIDELINES**

Students at Gleeson College are permitted, **only by permission of the supervising teacher**, to use their portable technologies to listen to audio files and access the internet in class with the use of earphones.

- Earphones should not be shared with other students.
- The volume should be set at a level that is not audible to others.
- Students are not permitted to walk around the College grounds or enter a classroom with earphones already in place.
- The use of portable technologies to send and receive messages and calls or to access the internet is **not** permitted, unless permission has been provided from the supervising teacher.
- Students may not record visual images or audio in the classroom without teacher consent.
- It is strictly forbidden to upload **any** recordings to the internet/intranet or to share recordings with other devices without permission.
- Students are at all times responsible for their portable technologies and should keep them safe.

Students who are found in breach of this policy will incur appropriate consequences.

## 5. BASIS OF DISCRETION

The policy may be modified under the professional direction of those who understand the needs of the student, meaning that a decision can be made to depart from these guidelines in response to particular extenuating circumstances.

## 6. EVALUATION

The Leadership Team is responsible for the evaluation of this policy, which will take place every 3 years or sooner at the discretion of the Leadership Team in accordance with the rapid changes in technology. The policy should be considered by members of the Leadership Team as the key team within the College for Policy Review. They may wish to seek opinions from other staff, parents/caregivers and students as to the effectiveness of the policy.

Signed \_\_\_\_\_ Principal or delegate

Signed \_\_\_\_\_ Chairperson of Board or delegate      Dated: \_\_\_\_\_

*This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012 and subsequently updated in 2017.*