



# Mary MacKillop College South Gippsland

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## **Mobile Phones (Student Use Of) Policy**

### **The Hazard - Mobile Phones**

Mobile phones can create a range of hazards when brought to College:

- They are valuable items that can easily be lost, stolen or damaged in the college environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in colleges not only disrupts learning for the phone user but also for fellow students.

### **Mary MacKillop College's Policy**

Mary MacKillop College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at College must be balanced with the responsibility to use it appropriately. It is our policy that:

- Mobile phones are brought to College at the owner's own risk. No liability will be accepted by the college in the event of loss, theft or damage of the phone;
- Mobile phones must only be used by students before or after College, or during recess and lunch breaks;
- Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and College activities to minimise distractions;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during college hours (e.g. health issues);
- Mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode);
- Mobile phones must not be used inappropriately. Refer to our Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies;
- Phone cameras are not to be used within the College grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;
- Students should never photograph or record any person without their express permission;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- Parents are to be informed that in cases of emergency, the College remains the appropriate point of contact to reach their child quickly.
- College staff may take student phones into their possession for safe keeping when deemed necessary.

### **Implementation**

This policy is implemented through a combination of:

- Staff training;
- Student ICT Agreements;
- Effective student supervision;

- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

### **Discipline for Breach of Policy**

Where a staff member breaches this policy Mary MacKillop College may take disciplinary action.

### **Related Policies**

Bullying Prevention & Intervention Policy

Cyber Safety Policy

Information & Communication Technology Policy

Social Media Policy

Student Photographs & Privacy Policy