

HIGHVIEW COLLEGE
STUDENT MOBILE PHONES & OTHER DEVICES POLICY
Person Responsible – Heads of School OPERATIONAL



(Reviewed in odd years)

Developed by	Director of Pastoral Care, Marion Martin	2016
Updated by	Principal, Melinda Scash	2019

Rationale

The widespread ownership of mobile phones and portable devices among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Student Mobile Phone and Other Devices Policy is designed to ensure that potential issues involving mobile phones and other mobile devices 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.

Highview College accepts that parents give their children mobile phones and other devices for a range of reasons.

Highview College has established this Mobile Device Policy to provide teachers, students and parents with guidelines and instructions for expectations in regard to mobile phones and other devices during school hours. The Mobile Phone and Other Devices Policy also applies to students during school excursions, camps and extra-curricular activities.

Note

Laptop computers provided by Highview College are not included in these policy guidelines.

Aims

- To provide guidelines for mobile devices
- To maintain a cyber-safety culture which is in keeping with the values of the College
- To provide a positive and inclusive environment for all
- To implement procedures to eliminate the inappropriate use of technology

Implementation

Responsibilities – Parents

- Parents/Guardians should read and understand the Mobile Phone and Other Devices Policy before permitting their son/daughter to bring their mobile devices to school
- Parents are reminded that in cases of emergency, Highview Reception should be the first point of contact

Responsibilities – Students

- It is the responsibility of students who bring mobile devices to school to understand and abide by this Policy
- Students who wish to communicate with home during school hours must do so through Highview College Reception

Process for students in Years 7-10

Each student in Years 7-10 who brings a mobile phone or other mobile device to school (including but not limited to iPads and Smart Watches):

- Must place it on silent for the entire school day and must lock it in their locker
- Must not use it while engaged in other school activities including Assembly or sport, without the express permission of the supervising teacher and the Head of School
- Understands that Highview College accepts no responsibility for replacing lost, stolen or damaged mobile phone or other mobile devices
- Will use a password or PIN to ensure that no one else is able to use the device (if lost or stolen)
- Is reminded to protect their phone numbers and personal details by only giving them to close friends and family
- Understands that
 - A first offense will result in the student being required to hand the device in to Reception and collect it at the end of the School day – a message will be sent to the Parent/Guardian
 - A second offense will result in the student being required to hand the device in to Reception and a Parent/Guardian will be required to collect it when possible – a message will be sent to the Parent/Guardian
 - A third offense will result in the student being required to hand the device in to Reception and a Parent/Guardian will be required to collect it no sooner than 5 days after the infringement – a message will be sent to the Parent/Guardian
 - Subsequent failure to adhere to this Policy may indicate an unwillingness to comply with College expectations

Process for students in Years 11&12

- Students should not use mobile phones to make calls, send text messages, access the internet, take photos or use other applications during any lesson time or while engaged in other school activities such as assembly or sport, without the express permission of the supervising teacher
- Students should restrict use of the mobile phone to before or after school and during recess and lunch breaks. Use of mobile phones at these times must be discreet and private and students should not use mobile phones when sitting together
- Except when mobile devices are being used as part of the lesson plan and with the express permission of a teacher, they should be secured in locked lockers or placed

into the red box at the entrance to the room and not used by students during classroom lessons, including Smart Watches.

- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school
- Highview College accepts no responsibility for replacing lost, stolen or damaged mobile phones
- Students are required to use a password or PIN to ensure that no unauthorised calls can be made (e.g. by other students or if stolen)
- Students are reminded to protect their phone number by giving it only to close friends and family

Consequences of unacceptable use

- Students who do not adhere to this Policy may be directed to hand over their device. The mobile device will be kept at Reception and the student's parent or guardian informed
- Subsequent infringements will result in parents being required to collect the mobile device
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile device to school