

**HIGHVIEW COLLEGE**  
**STUDENT MOBILE PHONE POLICY**  
**Person Responsible – Director of Pastoral Care**  
(Reviewed in odd years)



**Rationale**

The widespread ownership of mobile phones among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Acceptable Use 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.

Highview College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Highview College has established this Acceptable Use Policy for mobile phones that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobiles during school hours.

Students, their parents or guardians are invited to read and familiarise themselves with the Acceptable Use Policy if students intend to bring mobile devices to school.

The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

**Aims**

- To provide guidelines for the appropriate use of mobile phones
- 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 put in place procedures to eliminate the inappropriate use of technology
- To put into place opportunities to embrace the benefits of mobile technologies

**Implementation**

**Responsibilities – Students and Parents**

- Students and their parents or guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to school
- It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Highview College's Acceptable Use Policy

- The decision to provide a mobile phone to their child should be made by parents or guardians.
- Parents should be aware if their child takes a mobile phone (or other mobile device) to school
- Parents are reminded that in cases of emergency, Highview Reception should be the first point of contact and can ensure your child is reached quickly and assisted in any appropriate way
- Students who wish to communicate with home should do so through Highview Reception. If this should happen during class time, students should inform the teacher, who will contact Reception

### **Process**

- 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
- 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 in public
- 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
- 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 numbers by only giving them to close friends and family

### **Consequences of unacceptable use**

- Students who infringe the guidelines and rules set out in Highview College's Acceptable Use Policy will be dealt with as per the Behaviour Management Policy and could face having their mobile devices confiscated by teachers. The mobile device would be taken to Reception and the student's parent or guardian informed. Appropriate arrangements would then be made for the parents to collect the mobile device
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile phone to school

- Failure to heed the rules set out in Highview College's Acceptable Use Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately

Policy developed by Marion Martin – 2016  
Due for Review – March 2019