

HIGHVIEW COLLEGE STUDENT MOBILE PHONE & SMART DEVICE POLICY



Responsible – Executive OPERATIONAL

(Ratified every three years)

Developed by	Director of Pastoral Care, Marion Martin	2016
Updated by	Principal, Melinda Scash	2019
Reviewed & ratified by	Board Director, Miriam Codognotto	April 2020
Updated by	Principal, Melinda Scash	2021
		2013
		2016

Rationale

The widespread ownership of mobile phones and portable electronic 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 & Smart Device Policy ('Device 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 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 Device Policy also applies to students during school excursions, camps and extra-curricular activities.

Note: This policy does not apply to laptop computers provided by Highview College, but does apply to all mobile phones and smart devices including any portable interactive electronic gadget such as, but not limited to, smart watches, iPods and tablets.

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 'Student Mobile Phone & Smart Device 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 phones or smart devices to school to understand and abide by this Policy
- Highview College accepts no responsibility for replacing lost, stolen or damaged mobile phones or other devices
- Students are required to use a password or PIN to ensure that no unauthorised calls can be made (e.g. by other people if lost or stolen)
- Students are reminded to protect their phone number by giving it only to close friends and family
- Never use mobile phones in formal gatherings, meetings, around visitors, at Reception or in waiting areas
- Mobile devices are not to be used at all during the school day 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
- Students must surrender their phone/device if directed to do so by any member of staff
- **Students who wish to communicate with parents/guardians or anyone else during school hours must do so through Highview College Reception**
- Students must abide by this Device Policy and the instruction of teachers regarding the use of devices while on excursions, camps and extra-curricular activities.

Students in Years 7 - 10

- Must never use a personal mobile phone or smart device during School hours
 - Years 7&8 8.30am-3.18pm
 - Years 9&10 8.45-3.18pm
- Place devices on silent and lock their device in a locked locker on School Days
- Phones/devices which are seen during the school day will be confiscated
- Smart Watches are not permitted

Students in Years 11 & 12

- Senior students should restrict use of the mobile phone use to before or after school and during recess and lunch breaks and only in common rooms.
- Senior students should not use any device 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.
- Smart watches must not be worn to school

Consequences for inappropriate use

1. Students who do not adhere to this Policy may be directed to hand over their device. The mobile device will be kept at Reception for the remainder of the day and the student's parent or guardian informed
2. Subsequent infringements will result in parents being required to collect the mobile device
3. Repeated infringements may result in more extended periods of delayed return