

Mobile Phone (Student Use of) Policy

Introduction

Mobile phones and earphones can create a range of hazards when brought to the 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 the College not only disrupts learning for the phone user but also for fellow students.

Emmaus College Policy

Emmaus 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 properly.

- The College requires Year 7 students and new students to the College and their parents to sign an [Information Communication Technology ICT Agreement](#). This agreement also covers mobile phone use;
- Mobile phones and earphones are brought to school 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;
- Senior students only can use their phones and earphones during recess and lunch breaks in designated areas (on the senior side of the road and inside the Galilee Centre);
- Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and College activities to minimise distractions, unless they are being used for lessons and activities under the direction of a teacher;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone and earphones during school 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). If mobile phones are brought into exams or assessments teachers may request that they be left with them for the duration of the exam or assessment;
- 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 in places 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 an appropriate point of contact to reach their child quickly.

Staff Responsibility

All staff are responsible to:

- Ensure that students are provided with ICT agreements, that they understand them and they understand they will face disciplinary action in the event that they misuse ICT equipment and devices;
 - Be vigilant in monitoring students when using mobile phones;
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- Ensure that mobile phones are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile phone use that they observe or is reported to them is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student ICT agreements
- Effective student supervision;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a student breaches this policy Emmaus College may take disciplinary action.

Related Policies

Bullying Prevention and Intervention Policy

Cyber Safety Policy

Information Communication Technology (ICT) Policy

Photography and Video Policy

Social Media Policy

Review

This policy was approved by the College Board in March 2018. It will be reviewed no later than two years from that date.