MOBILE PHONE POLICY

RATIONALE

Mobile phones are important communication tools, essential in providing a safe and effective school environment. The College recognises that there are times when it is genuinely appropriate and useful to have access to a mobile phone – for example, to contact parents in emergencies, to confirm or change a collection time after school to confirm after school sports arrangements.

Mobile phones, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

PURPOSE

To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

PROCEDURES

Student use of mobile phones – Kingston Campus

1. Students are not to bring personal mobile phones to school unless they have specific permission from their parents/guardians.
2. The College does not accept responsibility for lost or damaged student mobile phones.
3. For security, student mobile phones are to be checked in at the Kingston Campus Office upon the student’s arrival at school and collected at the end of the school day.
4. If a student uses a mobile phone contrary to this policy, it will be held in the Office until the end of the school day.
5. A repeat breach of this policy will result in the phone being immediately confiscated and retained in the Office for collection by a parent/guardian. The Principal may revoke a student’s privilege of bringing or using a mobile phone whilst at school.
6. Students away from the Kingston Campus are permitted to use the College’s mobile phones with the permission of the teacher/s supervising the camp or excursion.
7. Use of mobile phones to access social network sites, such as Facebook, is not permitted at school or on school-related activities.

Student use of mobile phones – Huntingfield Campus

1. Mobile phones must be kept in bags and switched off from the time of arrival at school until the end of the day, unless an exemption is negotiated with a teacher. Students may use their phones to check contact with and from parents at recess and lunchtime.
2. Mobile phones may not be on a student’s person or immediate possession in any lesson. The exception is for students who have signed and returned the College’s iPhone Agreement, which enables them to use the iPhone in place of an iPod.
3. Mobile phones may not be used for any purpose in the Library or in any specialist lessons.
4. If a student uses a mobile phone contrary to this policy, it will be immediately confiscated and will be placed in the Huntingfield Campus Office until the end of the school day.
5. A repeat breach of this policy will result in the phone being immediately confiscated and retained in the Office for collection by a parent/guardian.
6. Students may not use their phones during school hours to contact any student who is absent from school.
7. Students may not use their mobile phones to make contact with their parents/guardians to organise to be collected from school if unwell or injured. Homeroom teachers make contact with office personnel, who contact parents/guardians to inform them of their child/children’s illness or injury and to arrange for the child/children to be collected.
8. Any incidents of bullying via mobile phone will result in immediate confiscation. Parents/guardians will be contacted regarding any such incident.
9. Use of mobile phones to access the internet or access social network sites, such as Facebook through the 3G or other Mobile Networks is not permitted at school or on school-related activities.

Staff use of mobile phones

1. Teachers in charge of excursions and camps involving St Aloysius Catholic College students must ensure that a College mobile phone or a teacher’s personal mobile phone accompanies each trip.
2. Staff members returning a College mobile phone are responsible for ensuring that they are recharged and are required to sign off in the “Borrowing Register.”
3. The College’s mobile phones are not to be used for private calls, with the exception that they are permitted to make contact with their own or students’ families during overnight camps or if an excursion return time is varied from the stated time frame.
4. Mobile phones are not to be used during class time and staff meetings. Use of a mobile phone includes text messaging and use of other applications, such as Facebook, as well as phone calls.
5. Staff members are not permitted to use mobile phones for personal use during prescribed school hours.
6. Staff members are able to use mobile phones:
   - For teaching and learning purposes.
   - In case of emergency. This is particularly relevant when there is a need to access emergency care for students with disabilities. Staff members in this case carry and use mobile phones throughout the school day.
   - During recess or lunch times, provided that the staff member is not on playground duty
   - During non-contact time.

EVALUATION

This policy will be reviewed as part of the school’s policy review cycle.

Implemented: June 2007
Amended: November 2009, April 2012