MOBILE PHONE and ELECTRONIC DEVICES POLICY

Mobile phones and electronic devices (including; mobile phones, iPods, digital/video cameras, electronic games etc) are NOT to be used at school without explicit permission from a teacher. Bringing these devices to school is discouraged and the school takes no responsibility for the safety and security of the device.

If it is necessary for a student to bring a mobile phone to school they ARE TO BE TURNED OFF AND OUT OF SIGHT AT ALL TIMES. For security purposes, students may still leave their phones or other electronic device switched on at the front office for the duration of the day in order for messages to be accepted.

Mobile phones and electronic devices are not to be seen or used on the College grounds, until the 3:25pm bell. If a member of the College Executive or appropriate Pastoral Co-ordinator considers it necessary the students may use the phone under their supervision. Phones are permitted to be used on bus lines in the afternoon in order to contact parents only.

The college recognises that certain items may be required for class learning and may be requested by the class teacher. For example, there may be times when a teacher instructs students to use their mobile phones as calculators or to take photographs of work in the classroom. Lap top and tablet devices (including iPads) which are required for daily learning are exceptions to this policy and are expected to be accessible by the student each lesson, however, the use of these devices are to be appropriate and for learning only.

Earphones can be used for teacher instructed learning. Music through a tablet device or laptop may be listened to at the teacher’s discretion, which is when the teacher gives explicit permission to do so. If permission to listen to music is given by the teacher, the following conditions must apply;

- Students must have a pre-organised play list and are not to search for music.
- Music cannot be streamed or downloaded at school.
- Music must not be audible to others or distracting self or others.

Any student who does not follow the rules for listening to music will have their right to listen to music revoked by the teacher. If necessary, the relevant device may be confiscated by the teacher until the end of the lesson.
Exceptions to this are Year 11 and 12 students in Senior Study, who are permitted to listen to music at any time without disturbing others.

Year 12 students are permitted to use mobile phones for calls and texts (excluding social media) within the McAuley Centre at the following times; before Pastoral Care time, during recess and during lunch. Outside of these times and location, mobile phones **ARE TO BE TURNED OFF AND OUT OF SIGHT**, otherwise they will be confiscated and kept at the front office until 3:25pm, after which it can be collected by the student.

Any photographic or video material taken at College or at a College event must be used in appropriate manner or else penalties may apply.

If parents need to contact their child they are asked to do so through the front office. The College’s obligations under ‘duty of care’ are severely diminished when parents allow and encourage student use of phones during the school day. We ask the support of parents in regards to this. If a student is ill and needs to go home, then they are to come to the front office with a note from the class teacher and ask the administration staff to contact their parents. **We ask that students do not use their mobile phones to directly contact their parents during school hours.**

The enforcement of this policy involves a confiscation component when students contravene the rules, and depending on the severity of the offence, suspension may also occur. If a student’s Mobile phone or electronic device is seen and or heard during school hours, then it will be confiscated and kept at the front office until 3:25pm, after which it can be collected by the student. The **Pastoral Co-ordinator or Assistant Principal** will contact parents, informing them of the action and consequence. As a consequence, the student will be placed on a lunch time detention by the Pastoral Co-ordinator the first time the offence occurs in any term and an afternoon detention thereafter.

This policy aims to reduce class distraction and cyber bullying, control inappropriate access to social networking sites and help to manage potential legal and sensitive issues that may arise.

<table>
<thead>
<tr>
<th>Policy Adopted:</th>
<th>Policy last reviewed:</th>
<th>Policy to be Reviewed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2005</td>
<td>Aug 2016</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within five years of last review</td>
</tr>
</tbody>
</table>