



Mobile Phone Policy

January 2014
January 2015
January 2016
Reviewed 2017
Reviewed 2018

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Mobile Phone Policy

PURPOSE OF THE POLICY

The Lakes College is implementing this policy to ensure responsible use of mobile phones by students on College premises and on College related activities.

Scope

The policy applies to students of the College while they are in class, on College grounds or involved in College activities on or off campus.

Responsibility

Principal

Point of Contact

Head of Secondary, Head of Primary, Deputy Head of Primary, Year Level Coordinator, Class Teacher, Pastoral Care Teacher

RATIONALE

The increased ownership of mobile phones requires that College administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in situations involving personal security and safety, this does not apply during the College day when students have access to College phones and personnel. At the same time it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, university programs and other activities which take them away from the College campus on a regular basis.

The policy of The Lakes College is to allow the use of mobile phones in limited circumstances. Students will not need phones as they can access College phones and College personnel if they need to communicate to parents

PHONE USE

1. Use of a mobile phone between 8:00am – 3:15pm (Secondary) and 8:00am – 3:00pm (Primary) is strictly prohibited unless authorised by the Principal, Head of Primary, Deputy Head of Primary or Head of Secondary. This applies to both incoming and outgoing calls and text messages.
2. Mobile phones must be switched off between (Secondary) and 8:00am – 3:00pm (Primary) and handed to Pastoral teachers (Secondary) or classroom teachers (Primary) or kept in bags or lockers.
3. Phones which are seen, emit signals and/or disturb classroom routine will be confiscated.
4. Unauthorised use of a mobile phone will result in confiscation of the phone and it will be held by the Head of Primary/Head of Secondary until a parent formally requests its return in person. Subsequent breaches of this policy will result in the student's mobile phone being held by the Principal until a parent formally requests its return and the right to bring a mobile phone to the College revoked for a time determined by the Principal.

5. The use of mobile phones to menace, harass or offend another person is a criminal offence. Students who use their phones to engage in personal attacks to harass another person or take unauthorised photos or video footage or post private information about another person will have their mobile phone confiscated and their right to have a phone at the College will be revoked. The Principal may involve the police should the mobile phone be used inappropriately.
6. Students are not to bring mobile phones or any other device capable of receiving and or sending information into classrooms while undergoing assessment or examinations. Phones must be handed in and declared or students risk loss of marks and/or cancellation of results pertaining to that item of assessment.
7. If parents have to make contact with their son(s) or daughter(s) during the day, this is still to be done through the College Reception.

SECURITY

1. Students are responsible for the security of their mobile phones.
2. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. The College accepts no responsibility for the loss of mobile phones stolen while travelling to and from the College.
4. Phones should be clearly marked with the name of the owner.
5. Phones should be kept in a secure place at all times during College hours i.e. in their bags, lockers or handed to their pastoral care or class teacher
6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.

RESPONSIBILITIES

1. It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document.
2. The decision to provide a mobile phone to their children should be made by parents or guardians who should be aware if their child takes a mobile phone onto College premises.
3. Permission to have a mobile phone at the College/while under the College's supervision is contingent upon parents/guardians applying to the College Principal who will require a signed copy of this policy to be returned to the College.
4. A register of students with permission to bring mobile phones onto College premises will be kept at the College.

POLICY RELEASE DETAILS

Date of Policy

January 2009

January 2014

January 2015

Reviewed January 2016

Reviewed January 2017

Reviewed January 2018

Approved by

The Lakes College Board

Chairman.....

Date

Review Date

Annually, or as necessary

Please complete below form if you give permission for your child to have a mobile phone at the College.



MOBILE PHONE PERMISSION SLIP

I hereby give permission for my child to have a mobile phone at the College and we understand the scope of this policy:

Parent Signature

Student Name/s

Date