



MOBILE PHONES AND ELECTRONIC DEVICES POLICY

Introduction

Mackay Northern Beaches SHS recognises that technological advancements have meant that mobile phones are available to and carried by most staff and secondary students during their working day. Mobile phones and electronic devices are a part of today's technology and there are times when it is genuinely appropriate and beneficial for students to have access to these devices.

The use of mobile phones and electronic devices within the school context needs to be managed carefully by the owner of the equipment so as not to disrupt the classroom learning process for themselves or others, or the good management and normal routine of the school.

Purpose

At Mackay Northern Beaches SHS, the policy is designed to effectively manage the use of mobile phone and other electronic devices and to **monitor and educate students in their socially acceptable use.**

Policy Scope

This policy covers all students while in educational / school activities (eg.in class; during sporting events/activities; during presentations) unless the device is being used for learning purposes under instruction by the teacher. Some teachers may be required to carry a mobile phone for Health and Safety purposes. If so, the mobile should be kept on silent during class.

This policy also applies to students during school excursions, camps and extra-curricular activities.

The following 'common sense', socially acceptable rules apply with respect to mobile phones and electronic devices:

- They are brought to school entirely at the owner's risk. The school cannot accept any responsibility for theft, loss, damage or health effects resulting from mobile phone and electronic devices use. Consequently, the school suggests students hand mobile phones and electronic devices into the office at the start of each day for safe storage if brought to school.
- They must be switched off and out of sight during school time. If phones and electronic devices are seen during school hours, teachers are instructed to confiscate the phone and lodge it with the office as soon as possible.

What constitutes mobile phone and electronic device misuse:-

- 1) Mobile phones and electronic device not switched off and/or out of sight during school time;
- 2) Mobile phones ringing during class time;
- 3) Mobile phones used to take and/or send harassing or threatening text messages or inappropriate images to other individuals;
- 4) Mobile phone use as a means to bully other students;
- 5) Refusal to hand over the phone or electronic device to the teacher when one of the above occurs.

Laptops which are part of the Connected Student BYO Laptop program are exempt from this policy, however their use is governed by the Program's Expectations as well as the ICT Access Agreement.

Consequences for incorrect use of mobile phones and electronic devices:

INCORRECT USE	CONSEQUENCE
Phone turned on (includes on silent); Phone rings; Electronic device use – 1st offence	Phone/electronic device confiscated and held at office – returned at the end of the day
Phone turned on (includes on silent); Phone rings; Electronic device use – 2nd offence	Phone/electronic device confiscated and held at office – parent to collect
Phone turned on (includes on silent); Phone rings; Electronic device use – 3rd offence	Phone/electronic device confiscated and held at office – parent to collect and meet with Admin, possible suspension
Phone / Social media used to send harassing, threatening messages, inappropriate images	Phone/electronic device confiscated and held at office – parents contacted, probable suspension
Taking and / or distributing photos, digital images or footage on school grounds /of students in MNBSHS uniform / without consent	Phone/electronic device confiscated and held at office – parents contacted, possible suspension
Use or possession of other's phone/electronic device without permission	Possible suspension – parents contacted
Use of phone or electronic device in an exam room	Phone confiscated – possible cancellation of exam paper