

Telecommunications & Electronic Devices Policy

Rationale

Telecommunication devices such as mobile phones, electronic devices, MP3 players, iPod's etc, are a part of modern society and the College accepts that many students will possess these items. There are times when it may be genuinely appropriate and useful for students to have access to them. However, ever-changing technology presents a number of challenges to the school environment.

These include:

- Mobile phones or electronic devices interrupting lessons and disturbing the learning of others
- Loss and theft of mobile phones or electronic devices
- Mobile phones being used inappropriately in examinations and assessment tasks
- Mobile phones or electronic devices being used inappropriately on excursions and other school related events
- Issues of social status and peer pressure
- Using these devices for cyber bullying
- Creating privacy, security and copyright issues

Principles And Procedures

The College has appropriate methods in place, through the Administration Office and Student Services for parents to contact students and vice versa. It is preferred that students do not have mobile phones or electronic devices in their possession at the College.

When students do bring them, the following policy applies:

- The College accepts no responsibility for telecommunication or electronic entertainment devices that are brought to school. It is the responsibility of the student to safeguard against misplacement, loss or theft
- Students are not permitted to have mobile phones or electronic entertainment devices sighted, switched on, or in use between the hours of 8.40am and 3.20pm

Any images (still or video) taken of students, staff or parents on College property, or at College events, may contravene the *Privacy Act*, and for this reason students must obtain the written permission of a staff member if they are to take any image using any electronic/digital device eg. mobile phone, digital camera or laptop.

Students need to be aware that the posting of any images (still or video) taken on College property or at College events, on public websites, may contravene the *Privacy Act*.

These requirements are for the protection and respect for the dignity of each student, teacher and parent in the College community. Any student who is in breach of these requirements will have an interview with the Deputy Principal (Pastoral Care) in the first instance. Students need to be aware that this may result in their enrolment being suspended, and the Federal Police being involved.

Mobile Phones

First occasion

- The mobile phone will be confiscated
- The teacher will hand the mobile phone to the Student Services Office
- The student's details will be recorded
- The Head of House will issue a Break 2 detention, and a letter will be sent home to parents
- If the mobile phone is confiscated during period 5 & 6 it will be returned to the student by the teacher at the end of the lesson. The teacher will inform both the Student Services Office and the Head of House
- At the end of the day the student collects the mobile phone from the Student Services Office

Second occasion

- The mobile phone will be confiscated
- The teacher will hand the mobile phone to the Student Services Office
- The student's details will be recorded
- The Head of House will issue a Wednesday afternoon detention, and send a letter home
- If the mobile phone is confiscated during period 5 & 6 it will be returned to the student by the teacher at the end of the lesson. The teacher will inform the Student Services Office
- At the end of the day the student collects the mobile phone from the Student Services Office

Third occasion

- The mobile phone will be confiscated
- The teacher will hand the mobile phone to the Student Services Office
- The student's details will be recorded
- The Head of House will issue a Wednesday afternoon detention, and send a letter home. Students will also be required to hand in their mobile phone to Student Services each day, (or choose to leave their mobile phone home) for a period of two weeks
- If the mobile phone is confiscated during period 5 & 6 it will be returned to the student by the teacher at the end of the lesson. The teacher will inform both the Student Services Office and the Head of House
- At the end of the day the student collects the mobile phone from the Student Services Office.

Fourth occasion

- As for the third occasion, and
- The student and parent will need to make an appointment with the Deputy Principal (Pastoral Care) to discuss his/her enrolment status at the College.

Other Telecommunication and Electronic Devices

The Other Telecommunication and Electronic Devices policy includes MP3 players, iPods and digital cameras.

MP3 players and iPods may be used for the purpose of storage in class under the direction, and with explicit permission from the teacher, otherwise the following applies:

First occasion

If a student is in breach of the above:

- The device will be confiscated FOR A PERIOD OF ONE WEEK
- The teacher will hand the device to the Student Services Office
- The student's details will be recorded
- The Head of House will be informed
- The Head of House will send a letter home to parents

Second occasion

- The device will be confiscated FOR A PERIOD OF TWO WEEKS
- The teacher will hand the device to the Student Services Office
- The student's details will be recorded
- The Head of House will be informed
- The Head of House will send a letter home to parents

Third occasion

- The device will be confiscated FOR A PERIOD OF THREE WEEKS
- The teacher will hand the device to the Student Services Office
- The student's details will be recorded
- The Head of House will issue a Wednesday afternoon detention, and
- The Head of House will contact the parents and send a letter home. The letter will indicate that if further confiscations occur, then the parent will need to make an appointment with the Deputy Principal (Pastoral Care), to discuss the child's enrolment status at the College

Fourth occasion

- The student and parent will need to make an appointment with the Deputy Principal (Pastoral Care) to discuss his/her enrolment status at the College.

Use of mobile phones or electronic entertainment devices during off-campus activities arranged by the College, including field trips, camps and retreats will not be permitted (unless it is explicitly stated by the supervising teacher in charge). Arrangements are in place for communication with a staff member in the case of an emergency.