



# Mobile Phone and Technology Policy

V2 010318

It is understood that for communications and safety reasons, students may wish to have a mobile phone with them while they are travelling.

The following points relate specifically to the use of mobile phones at school and during school excursions, camps and extra-curricular activities:

- 1 Students **MUST** have their mobile phones **switched off and out of sight** at all times once on school grounds, this includes headphones, earphones and/or any listening devices.
- 2 Mobile phones are brought to school at the owner's risk, and no liability will be accepted by the school in the event of loss, theft or damage of any device.
- 3 Emergency calls or urgent messages to students are handled from the front office or Student Support, and if necessary, relayed directly to the student.
- 4 Emergency calls or urgent messages from students may be requested at the front office or Student Support, and if acceptable, permission will be granted.
- 5 During school excursions, camps and extra-curricular activities, the supervising teacher may direct students to contact their parents/guardians in an emergency situation only e.g. the returning bus is delayed extensively.

## Personal Music Devices

Once on school grounds, personal music devices must be switched off and out of sight, this includes headphones, earphones and/or any listening devices.

## Consequences

- When a student breaches any of the above conditions, the device will be confiscated by a member of staff and passed on to Student Support.
- It may be collected at the end of the day by the student who will be given a letter to be taken home, signed by the parent and returned to Student Support. A second occurrence of the breach will result in the device being confiscated by Student Support and held until a parent or guardian collects it.

## In addition

- Any student using any device for the following, will be suspended:
- Videoing or photographing any student or member of staff on school grounds or on excursion.
- Sending of videos, photos or sound files while on school grounds or on excursion.
- Uploading any videos, photos, sound files relating to the school to the internet.

**It should be noted that it is a criminal offence to use technology to menace, harass or offend another person. As such, the school can consider it appropriate to involve the police.**