



Mobile Phone Policy

With the ever evolving access to newer and greater technology, the use of mobile phones has huge potential when it comes to teaching and learning, however, a united front is required in regards to governing appropriate usage. As such, Sale College, in collaboration with staff, students and parents, have developed an official policy regarding the use of mobile phones within college grounds.

Parents and students are both responsible for correct use of mobile phones. Parents should be educating their own child about their digital footprint and the possible police action that could be taken for inappropriate use.

Should a student bring their phone to school, they do so at their own risk and must adhere to set rules about its use. The college will not be responsible for lost, stolen or damaged phones.

Mobile phones must not be used to by-pass school procedures in relation to school-parent contact. **Parents must contact the front office to pass on any messages rather than going directly to the child.** We have a duty of care to your child whilst they are at school.

Acceptable use during school hours:

- Students can use their mobile phones appropriately before school, during recess and at lunch breaks.
- Students must have their mobile phones **switched off and out of sight** during class time.
- Students may only turn on and use their devices during a class with the direct instruction of the teacher for clear educational purposes.

Unacceptable use during school hours:

- Students have their mobile phone turned on or visible in class without direct instruction from the teacher.
- **Students are not permitted to take photographs, video or record images or voices of other students or staff members without their consent.** This action is against the law in Victoria.
- Students are not permitted to have mobile phones in examinations or formal assessments.

Mobile phones must not be used to invade the privacy of others or breach the law. Students who use a mobile phone either by a direct phone call, text message or other function to: *bully, harass, threaten, abuse, vilify or embarrass* other students or staff will face disciplinary action which may lead to suspension and/or police involvement.

Procedures relating to mobile phones:

If a staff member hears a mobile phone, sees a phone, or has good reason to suspect that a student is using a phone during class time, the staff member should ask the student to turn the phone off and place it in the phone box at the front of the class, to be collected at the end of that lesson.

If a student refuses to do this the teacher should refer the student to the Principal for failing to follow instructions.

The student will be required to leave their phone with the Principal, the student will receive a receipt and a return to class note.

If a student complies with the Principal's request, the following will apply:

- First offence: Principal keeps the phone for the rest of the day
- Second offence: Principal keeps the phone for the rest of the day and parent will need to collect the phone from the Principal
- Third offence: Principal keeps the phone for the rest of the day and parent will need to make arrangements for a meeting with the Principal and collect the phone. Caution for suspension/afterschool detention based on ongoing failure to follow instructions
- Subsequent offences: suspension for ongoing failure to follow instructions.

NOTE: If, on any occasion a student refuses to hand over their mobile phone when requested by a staff member, the staff member will request assistance from a senior member of staff. If the student still refuses to comply, parents/guardians will be contacted and required to collect their student from the college and make an appointment with the Coordinator/Principal to resolve the issue.