

OAKHILL COLLEGE



MOBILE PHONE & SMART DEVICES POLICY

POLICY NAME: Mobile Phone Policy	DATE OF ORIGIN:	BY WHOM:
MASTER COPY LOCATION: Deputy Principal's Secretary	REVIEW DATE:	
LOCATION: College Intranet		ATTACHMENTS: Nil
LAST UPDATED: 8 th March 2011	BY WHOM Assistant Principal, Pastoral Care	AUTHORISED BY:

Rationale:

Oakhill College “recognises that on occasions the possession of a mobile phone or smart device such as a smart phone, smart watch, or smart glasses, by students at school can be of benefit to students and their parents”. However, their use at school can lead to problems such as:

- Security/Theft;
- Harassment;
- Distraction in Class;
- Cheating in Exams;
- Social Division.

Guidelines:

In view of the rationale outlined above, the College has adopted the following guidelines in relation to mobile phones and smart devices:

1. Parents are encouraged to use the normal channel of communicating with their son / daughter by phoning the College on 9899 2288.
2. The College accepts no responsibility for replacing lost, stolen and damaged mobile phones or smart devices at school, at a school event, off-campus, or whilst a student is travelling to and from the College.
3. Mobile phones and smart device communication tools must be switched off and out of sight from 8:35am to 3:15pm; this includes at recess and lunch time. Mobile phones and smart devices must be out of sight during all lessons, assemblies, in the library or whilst on an excursion unless permission has been given by a teacher.
4. In accordance with NSW Education Standards Authority (NESA) policy, mobile phones and smart devices are **NOT TO BE TAKEN** into any room where an examination is being conducted.
5. Students are not permitted to access Social Media from a mobile phone or smart device at any time whilst on the school premises or at a school event.
6. The camera, video and / or audio recording capabilities of a mobile phone or smart device are never permitted to be used at school or at a school event without the permission and supervision of a teacher.
7. Headphones are banned unless being used for a specific learning activity as identified by the teacher.
8. Harassment or bullying of fellow students via SMS text, voice messages or using web based communications breaches the school’s Code of Conduct. Such behaviour will be dealt with in terms of the Discipline Policies and Procedures; whether it occurs at school, from private homes or outside school hours. Such harassment may be referred to police for investigation.
9. All staff members have the right to ask a student who is on their mobile phone or smart devices to end their conversation and to confiscate the mobile phone or device.
10. The confiscated phone or device will be taken to Student Services by the staff member in an envelop with the student’s name and House; as well as the confiscating teacher’s name and the period/location the device was confiscated written on the outside.
11. Once a staff member has taken the mobile phone or device to Student Services, they will report the breach of the Mobile Phone and Smart Devices Policy to the Student Coordinators (Years 9 & 10 / 11 & 12) or the Year 7 or 8 Dean who will issue an after-school detention. Parents may also be contacted.

12. The student can collect the phone at the end of the school day from Student Services.

Non-compliance with these Guidelines for Mobile Phones and Smart Devices:

Failure to observe these regulations regarding mobile phones and smart devices will result in one or more of the following sanctions:

- Confiscation of the mobile phone or smart device
- Afternoon Detention / Saturday Detention
- Suspension from School (for serious breeches of device use)
- Zero mark for an examination

If a phone **rings or a student takes a call** during lessons, assemblies or exams:

A staff member will take the phone from the student to Student Services and leave it there for collection at the end of the day. The phone is placed in an envelop with student's name and House; as well as the confiscating teacher's name and the period/location the device was confiscated written on the front for identification purposes.