

## Policy

# Penola High School Mobile Phone Policy

*Please note this policy is mandatory and staff are required to adhere to the content*

### Summary

The decision to have a Mobile Phone Policy at Penola High School was made by the Governing Council and is supported by parents. The Governing Council monitors the Mobile Phone Policy and changes are made when necessary.

Table 1 - Document details

<b>Publication date</b>	12 November 2019
<b>File number</b>	
<b>Related legislation</b>	
<b>Related policies, procedures, guidelines, standards, frameworks</b>	ICT and Cyber Safety Policy
<b>Version</b>	0.1
<b>Replaces</b>	
<b>Policy officer (position)</b>	Jason Plunkett
<b>Policy officer (phone)</b>	NA
<b>Policy sponsor (position)</b>	Deputy Principal
<b>Executive director responsible (position and office)</b>	
<b>Applies to</b>	Students
<b>Key words</b>	Mobile, Cell, phone Telecommunications, technology, contact, emergency, data
<b>Status</b>	
<b>Approved by</b>	
<b>Approval date</b>	
<b>Review date</b>	12 November 2020

Table 2 - Revision record

Date	Version	Revision description

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## 1. Title

- Mobile Phone Policy

## 2. Purpose

Penola High School encourages students to use their mobile phones appropriately. Staff will support students to develop appropriate mobile phone etiquette through the guidelines established in the policy.

## 3. Scope

- Penola High School students and staff.

## 4. Policy detail

### 4.1 Aims

This policy

- provides a framework for managing the use of mobile phones at Penola High School;
- informs parents and elicits their support;
- presents guidelines for the use of mobile phones at Penola High School;
- anticipates responsible use of mobile phones.

### 4.2 Guidelines

The presence and use of mobile phones at school is discouraged because:

- The use can interrupt lessons and interfere with our core business: learning.
- The technologies currently available mean that phones can be used inappropriately to harass others or to access, store and disseminate material unsuitable for school.

The distractions and repercussions posed by inappropriate use of the technology conflicts with the school's vision.

1. Year 8 and 9 students will have their phones collected by the teacher at the start of the lesson. Year 10-12 students will have phones collected at the discretion of the teacher.
2. In the event that students at school are found using their phone during a lesson or without the permission of the teacher, the following consequences will apply:
  - 1) The teacher will take the phone from the student for the duration of the lesson. (First offence).
  - 2) The teacher will request the phone and pass the phone on to the front office. (Second offence).  
The phone will be kept for the remainder of the day.
  - 3) The Principal/Deputy Principal will speak with the parent/carer about the student no

- longer being able to have the phone at school for the remainder of the term. (Third offence)
3. The possession and use of mobile phones on camps and excursions is at the discretion of the supervising teacher.
  4. If a critical call is expected during lesson time it should be directed through the front office.
  5. If students are unwell, arrangements for going home need to be made through the Front Office, not from students' mobile phones.
  6. Students must take full responsibility for the security of their mobile phones. The school takes no responsibility for lost, stolen, or damaged phones.
  7. Mobile phone content, such as video files, will be addressed in accordance with the school's ICT User Agreement as pertaining to mobile and portable devices.
  8. Any images/videos/audio taken of students in school uniform or on school premises are not to be published in any public forum.

## 5. Roles and responsibilities

Table 2 - Roles and responsibilities

Role	Authority/responsibility for
Deputy Principal	Overview
Teaching staff	Implementation of policy Documentation of breaches Collection of confiscated phones
Students	Mobile phone etiquette Adherence of above policy

## 6. Monitoring, evaluation and review

- To be reviewed November 2020
- To be reviewed by Leadership team

## 7. Definitions and abbreviations

Table 3 - Definitions and abbreviations

Term	Meaning
ICT	Information, Communication Technology

## 8. Supporting documents

- ICT and Cyber Safety Policy

## 9. References

- N/A

## Appendix

- Appendix A

## Appendix A

**STUDENT MOBILE PHONE POLICY AGREEMENT**

Dear Parent/Caregiver

As members of this school community there are family or work-related reasons to have access to a mobile phone at school. However, inappropriate phone use can disrupt classes and interfere with our core business: learning. We are also aware that available technologies mean that phones can be used inappropriately to harass others or to store materials unsuitable for school.

Consequently, our mobile phone policy incorporates the following guidelines:

1. If a critical call is expected, these phone calls should be directed through the front office.
2. If students are unwell, arrangements for going home need to be made through the Front Office, not from students' mobile phones.
3. Mobile phones are not to be used in change rooms, toilets or sleeping areas at school or when involved in school activities (excursions/camps).
4. Students must take full responsibility for the security of their mobile phones. The school takes no responsibility for lost, stolen, or damaged phones.
5. Inappropriate use of mobile phones will be dealt with through the school Student Management Policy.
6. Mobile phone content, such as video files, will be addressed in accordance with the school's ICT User Agreement as pertaining to mobile and portable devices.
7. Any images/videos/audio taken of students in school uniform or on school premises are not to be published in any public forum.
8. Year 8 and 9 students will have their phones collected by the teacher at the start of the lesson. Year 10-12 students will have phones collected at the discretion of the teacher.
9. In the event that students at school are found using their phone during a lesson or without the permission of the teacher, the following consequences will apply:
  - 1) The teacher will take the phone from the student for the duration of the lesson. (First offence).
  - 2) The teacher will request the phone and pass the phone on to the front office. (Second offence). The phone will be kept for the remainder of the day.
  - 3) The Principal/Deputy Principal will speak with the parent/carer about the student no longer being able to have the phone at school for the remainder of the term. (Third offence)

We are seeking your assistance in implementing this policy, and ask that you complete the Parent Permission form below to enable your student to have a phone at school. We are most happy to receive feedback and concerns about this policy, and your views can be expressed by contacting us on 8737 0000.

**PARENT PERMISSION**

I understand and accept the above statements relating to how I may use my mobile phone as a student of Penola High School.

Student Mobile phone number: \_\_\_\_\_

Student's name: \_\_\_\_\_

Student's home group: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_