



MOBILE PHONE USE POLICY BY STUDENTS

POLICY SUMMARY

Staff at St James' Anglican School recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their children bring a mobile phone to school for before and after school safety/security reasons.

The School's core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the School strongly discourages the bringing of mobile phones to school by students. The School is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

- This Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide, such as increased safety, can continue to be enjoyed by students at St James'.
- The Policy provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.
- The Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

RESPONSIBILITY

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- It is the responsibility of the parent of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents and guardians.
- Parents must be aware if their child takes a mobile phone to school.

ACCEPTABLE USES

- Mobile phones should be switched off and kept in the locker or bag during school hours. Students will be required to place phones in their locker/bag at 8:15am and cannot access them until 3:10pm. To promote positive behaviours Senior School students, receive a PA reminder notice each morning at 8:15am to put their phones away in their lockers/bags.
- Students are not to access their mobile phone during school time. Students should use their phone before and after school only.
- Parents are reminded that in cases of emergency, the School Administration remains the vital and appropriate point of contact and can ensure a student is reached quickly and assisted in any appropriate way.
- Use in the classroom: There may be an occasion when a teacher requests students to use their mobile phone in the classroom. With permission, the mobile phone will be used for educational purposes only and will be secured in the locker /bag when that lesson has ended.

UNACCEPTABLE USES

- Students who need to go home during the day because of illness must not use their mobile phone to contact a parent or guardian to pick them up. The student must report to Administration for that type of request. A member of Staff will assess if the student needs to go home, spend time in Sick Bay or return to class.
- If a parent receives a call or text message from their child requesting to be picked up at School during school hours, they are asked to contact Administration to inform them of their child's call.



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- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour. This extends to outside of school hours.
- It is forbidden for students to intimidate another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use mobile phones to menace, harass or offend another student and almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff, or visitors.

THEFT OR DAMAGE

- Students should mark their mobile phone clearly with their names.
- Mobile phones that are found in the School should be handed into Administration immediately.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The School accepts no responsibility for students who lose their mobile phones or have them stolen while travelling to or from school.
- It is strongly advised that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

INAPPROPRIATE CONDUCT

- Any students caught using a mobile phone to cheat in exams or assessments will face disciplinary action as outlined in the Managing Student Behaviour and Good Standing and Assessment Policies.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action as outlined in the Managing Student Behaviour and Good Standing Policy. *(It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the School may consider it appropriate to involve the police.)*

CONSEQUENCES

- Students who infringe the rules set out in this document will have their phone confiscated and left at Student Reception for the rest of the day. Students may collect their phone at the end of the day.
- A second infringement will result in the confiscation of the phone, and it will be held in the Student Reception for the parent to collect.
- Repeated infringements may result in further sanctions as outlined in the School's Managing Student Behaviour and Good Standing Policy. This may include a total ban from use of the device and/or handing the phone in each morning to student reception.



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POLICY VERSION CONTROL

Version	Date	Summary of Changes
1	2015	Policy created
2	2018	Policy reviewed Minor changes made
3	Aug - 2022	Policy reviewed Minor changes made
4	Feb- 2023	Policy reviewed and approved by the Principal and Executive Correct naming of Managing Student Behaviour and Good Standing Policy added. Specific times included that students cannot use their mobile phone. New format to include 'policy version control' table Review date amended