



SMART Device, Including Phones Policy

Acceptable Use of SMART Devices and Phones Policy - Schools can make reasonable rules about what students can and cannot bring to school. They can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students. The use of mobile phones, tablets, MP3 players, smart watches and similar electronic devices in class is disruptive to the learning environment of other students.

The guidelines for the appropriate use of mobile phones and similar devices includes the following points:

- There is a blanket ban on mobile phones and other smart devices during the school day. If a student has a mobile phone at school, in class or in the playground, the consequence is that the teacher will have the student immediately deliver it to either Secondary Coordinator or the Administration Office. There it will be kept in a secure area until after school. Parents are then required to pick up their child's phone or smart device at their convenience.
- Students do not need to have access to a mobile phone during school times. The office staff contact parents when children are sick or injured, or if they haven't been collected after school.
- During school hours parents are welcome to phone the office and messages from parents will be passed on to the students.
- If Primary students wish to bring a mobile phone to school it must be clearly named and left with Administration for the day. It will be available for collection after 3pm to be taken home.
- If Secondary students wish to bring a mobile phone to school it must be handed in during home room to a staff member for safe keeping and it will be held by Secondary Coordinator till the end of the day. It is the student's responsibility to collect the phone and it will only be returned after 2:45pm.
- The policy also applies to students during school excursions, camps and extra-curricular activities unless permission is given by the Primary or Secondary Coordinators for extended trips away.
- The College recognises that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone after school finishes. Students may, for example, need to contact parents on the way home, or to confirm or change a collection time after school.
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- In-phone cameras are not to be used for anything considered inappropriate.
- It is recommended by the Education Department that disciplinary action be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.
- Mobile phones are used at their owners' risk. No liability will be accepted by the school in the event of the loss, theft or damage of any device.