

Investigator College Policy Document

Policy Name Number	College Mobile Phone Policy	One (1)
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Approval Authority	Investigator College Executive Team	
Contact Person/s	Principal	
Policy Applies to	Students	
Administrator Responsible	Scott McGregor	
Publicised	College Website, Student Diary, Letter and Policy emailed to parent/caregivers	

Revision History				
Date	Status	Revision	Reviewers	Approver
May 2021	Finalised	0	Executive Leadership	Executive Leadership

Introduction

The use of technology in its varied forms within education is important; however, the risks and benefits need to be carefully balanced. The Mobile Phone Policy aims to:

- Provide a safe learning environment without inappropriate mobile phone use (including cyberbullying)
- Limit the distraction a mobile phone can cause students in the classroom

Junior School

Students in the Junior School do not require a mobile phone and/or a smartwatch for educational purposes, nor any other purpose, during the school day.

If it is necessary for students to bring a mobile phone to school, the phone is to be switched off at the start of the school day and stored in their tray, inside the classroom. The College does not take responsibility for the loss of or damage to phones.

Students found in possession of a mobile phone during the school day (8:50am – 3:25pm) will be instructed to hand their phone in to Student Services where it will be stored for the remainder of the day. Students will then be able to collect their phone at 3:25pm. Repeated failure to adhere to this policy will result in additional consequences.

Parents/caregivers should not contact students via mobile phones during the day. They should ring Student Services who will pass the message on. There is a phone in every classroom if they need to get a message through. If a student needs to contact a parent/caregiver, they are able to do so through Student Services.

Smartwatches are also not to be used for communication purposes and notifications are to be turned off during the day.

Middle School

Students in the Middle School do not regularly require a mobile phone and/or a smartwatch for educational purposes, nor any other purpose, during the school day. In some cases, students may be permitted to use mobile phones for specific educational purposes under teacher supervision.

In the Middle School, mobile phones are to be stored in students' lockers. Students are responsible for keeping their phone secure in their locker all day. The College does not take responsibility for the loss of or damage to phones.

Students found in possession of a mobile phone outside of the allowed uses detailed (during the hours of 8:50am – 3:25pm) will be instructed to hand their phone in to Student Services where it will be stored for the remainder of the day. Students will then be able to collect their phone at 3:25pm. Repeated failure to adhere to this policy will result in additional consequences.

Parents/caregivers should not contact students via mobile phones during the day. They should ring Student Services who will pass the message on. There is a phone in every classroom if the parents/caregivers need to get a message through. If a student needs to contact a parent/caregiver, they are able to do so through Student Services.

Smartwatches are also not to be used for communication purposes and notifications are to be turned off during the day.

Senior School

Students in the Senior School are required to display responsible behaviours around mobile phone use. Whilst we expect that mobile phones are not handled during school hours, there are occasions, in the Senior School, where students may be required to access utilities offered by their devices. This use is at the discretion of the teacher and might include recording, filming or taking photographs.

Students in the Senior School should have their devices switched off or in Aeroplane Mode during lessons. They should be displayed upside down on desks. Teachers should ensure that any student wishing to leave the classroom has left their mobile phone with the teacher or on their desk.

Parents/caregivers should not contact students via mobile phones during the day. They should ring Student Services who will pass the message on. There is a phone in every classroom if they need to get a message through. If a student needs to contact a parent/caregiver, they are able to do so through Student Services.

Students who have Study Lessons are permitted to discreetly listen to music they have downloaded on their device, unless otherwise instructed by a teacher.

Senior School students moving through the Middle and/or Junior School areas (including PASC) are not permitted to use their phones at this time.

Smartwatches are also not to be used for communication purposes and notifications are to be turned off during the day.

Misuse of any device by students will result in being instructed to hand their phone in to Student Services where it will be stored for the remainder of the day. Students will then be able to collect their phone at 3:25pm. Repeated failure to adhere to this policy will result in additional consequences.