



In One Spirit... *we welcome · we nurture · we excel*

# Mobile Phone Guidelines

## 1. Rationale

In all circumstances, parents/carers wishing to leave messages for their children do so by telephoning the College. Administration staff will contact parents/carers in the case of an emergency. The College recognises, however, that there may be a genuine need for some students to have a mobile phone at school (for example, to arrange transport, or for safety after hours).

There is a need to set clear guidelines regarding College expectations about mobile phones at school to avoid unnecessary interruptions to teaching and learning.

## 2. Implementation

**Mobile phones are not to be switched on, used or seen from arrival at school in the morning until after the dismissal bell in the afternoon.**

In the case where a student needs to bring a mobile phone to school, students should leave their phone at the College Office upon arrival at school. The mobile phone needs to be: (1) switched off; and (2) labelled with the student's name for ease of identification purposes. Students will be able to collect their phone at the end of the school day. **The College takes no responsibility for mobile phones that are not handed in at the College Office.**

Parents can contact students during the school day via the College Office on 4969 2600.

During field trips, camps, excursions or other associated school activities, normal school rules concerning mobile phones apply. Arrangements will be in place for communication with staff members in the case of an emergency.

Mobile phones and smart watches must not be taken into examinations under any circumstances. In-phone cameras are not to be used anywhere it would be considered inappropriate for a normal camera to be used, such as change rooms or toilets.

In line with our ICT Code of Practice, while use of technology by students after school is the responsibility of parents, the College requires that students attending the College do not identify, discuss, record, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or Holy Spirit College. This covers use within school and outside of school.

Breaches of these guidelines could result in the confiscation of the mobile phone and other serious consequences.

## 3. Consequences

If a phone disrupts the teaching and learning in a classroom, the student will deliver the phone to the College Office for collection by a parent.

If a phone is used or seen during recess, staff will confiscate the phone and deliver it to the relevant Year Level Dean's office for collection by the student after 3:00pm that day. After three confiscations, a parent will need to collect the phone from the College Office.