

Title	Mobile Phone Policy
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1 Purpose

The purpose of this policy is to provide teachers, students, and parents/guardians guidelines and instructions for use of mobile phones at the Academy.

2 Scope

This policy applies to students of the Academy and is to be implemented by all Academy staff.

3 Policy

3.1 Policy Principles

Should students wish to bring a mobile phone to school, students and their parents/guardians must first read and understand the Mobile Phone Policy. This will be provided to them on enrolment and agreement to abide by this policy is a condition of enrolment.

Guidelines for mobile phone use include:

- The Academy accepts that parents/guardians choose to provide their children mobile phones to assist in their personal security and safety. Providing a child with a mobile phone gives parents reassurance that their child is contactable before and after school.
- During school hours, the Academy reception contact number is the point of contact for parents/guardians in an emergency.
- Students are responsible for handing in their mobile phone (and/or electronic device) immediately upon arrival and collecting it from a dedicated staff member once they are dismissed.

Students who bring mobile phones to school must provide them to staff at their point and time of entry. Phones will be stored during the day and students will not have access to them. Phones will be returned to students, individually as they leave school.

3.2 Background Information

The increased use of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This ensures the safety of students and staff while at school and ensures they are able to fully engage in their learning.

Communicare Academy understands there are times when having a mobile phone can provide a sense of safety and security for students while travelling to and from school. However, mobile phone use is prohibited within school grounds. Their use can become a disruption to the education and wellbeing of all students within the school community.

The Academy implemented this policy as a result of behavioural issues and wellbeing problems compounded by the use of mobile phones in class or during school time. Shortly after, the state government introduced a similar policy for Department of Education schools.

3.3 Policy Statement and Application

1. The use of mobile phones, and other electronic devices, is not permitted during the school day at the Academy.
2. Parents/guardians are reminded that in cases of emergency, the Academy remains the point of contact. The number is 08 6350 1872.
3. Students who bring a mobile phone to school are expected to provide their phone to the designated member of staff on arrival. A member of staff will be stationed at the entrance point with a trolley for students to submit their phones.
4. The mobile phone trolley contains an individually labelled clear bag for each student with which to store a mobile phone and/or electronic devices. At 9:00am the mobile phone trolley will be stored in Reception.
5. Students who attend the Academy after 9:00am submit their phone to reception staff at the point of signing in. Reception staff will place the submitted phone in the appropriate bag and immediately store in the mobile phone trolley.
6. Students who are identified as having a mobile phone in their possession, or seen using a mobile phone during school hours, will be asked to submit their phone to reception immediately. In either case, an automatic written warning is issued to the student.
7. Mobile phones submitted through identification by a staff member cannot be collected by a student at the end of the day, where a discussion about appropriate phone use will occur.
8. Students who refuse to submit their phones to reception will have their parent/guardian contacted and the student will be sent home. Contact with the parent/guardian will also include an appointment with the Leadership Team.
9. If a student uses a medical device that requires phone connectivity (i.e. continual glucose monitor, hearing aid, etc) this student will be allowed to have their phone on them during the day. Details for use may be included in their medical plan. These students will still have to abide by the other applications of the policy and use other than for medical reasons will result in disciplinary action.

3.4 Responsibility

- It is the responsibility of students to adhere to the guidelines outlined in this document
- The parent/guardian permission form must be signed before being permitted to bring a mobile phone to school
- The student is responsible for submitting their mobile phone upon their arrival.

3.5 Approved Mobile Phone Uses

- If a student uses a medical device that requires phone connectivity (i.e. continual glucose monitor, hearing aid etc) then arrangements will be made for the student to keep their phone on them. This may be included in their medical plan and will have conditions around use other than for medical reasons.
- If an activity takes place outside of the school premises teachers have discretion to allow mobile phones to be taken based on the nature of the activity, learning requirements (i.e. need to take photos), safety considerations, etc. if phones are allowed, the student is responsible for the safekeeping of their own phone.

3.6 Unacceptable Uses

- Mobile phones may not be used during an exam or assessment. This will be considered to be cheating and may be responded to accordingly.
- Students with mobile phones may not engage in personal attacks, harass another person*, or post private information about another person using social media, SMS messages, taking/sending photos or videos, objectionable images, sexting, or phone calls. Students found

using mobile phones to bully other students during and outside school hours will face disciplinary actions as sanctioned by the Principal or referred to the authorities where required.**

**It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, it may be appropriate for the Academy to refer incidents such as this to police or advise parents/guardians to do so.*

***It should also be noted that there are criminal consequences for inappropriate use of technology for sexting, publishing, producing, or transmitting data that could be classified as child pornography.*

3.7 Protection of Mobile Phones

- A staff member will label a clear bag with each student's name and place the student's phone inside this bag in the relevant tray.
- Mobile phones which are found in the Academy and whose owner cannot be located should be handed to reception staff.
- The Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones. Students and parents/guardians are reminded on enrolment that the best option is for mobile phones to remain at home, if they are brought to school they are stored in the trolley.
- Students are advised to use password/PIN to protect their phone from unauthorised use. Students must keep their password/PIN confidential and not share with other students.

4 Responsibilities

Principal	<ul style="list-style-type: none"> • Ensure implementation and oversee compliance with this policy and associated procedures.
Staff	<ul style="list-style-type: none"> • Maintain and operate the phone trolley as per duties. • Implement the Mobile Phone Policy and Behaviour Support Policy.
Enrolments and Administration Officers	<ul style="list-style-type: none"> • Ensure the Mobile Phone Policy is read and agreed to on enrolment. • Monitor phone trolley and collect/return phones to students coming in late or leaving early.
Students	<ul style="list-style-type: none"> • Leaving their phone at home or handing it in during school hours.
Parents/Guardians	<ul style="list-style-type: none"> • Compliance with this policy.

5 Related Documents/Legislation

CA-POL-0006	Behaviour Support Policy
	Bullying Policy
	Pastoral Care Policy
	Registration Standards for Non-Government Schools
	School Education Regulations 2000

6 Document Governance

Prepared by:	Rebecca Morse	Head of Teaching	03/06/2022
Approved for use by:	Matthew Borgward	Principal	30/03/2023
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