



Clarence Valley
ANGLICAN SCHOOL

Mobile Phone Policy

Electronic Device Policy		
Policy Last Review September 2020	Review Date and Frequency Every two years	Responsible for Review Principal
Recommended By School Executive	Approved By School Executive	Approval Date 14 September 2020

The School recognises that many students are provided with a mobile device by their parents/guardians and bring their phones to school each day. Access to and responsible use of a mobile phone is a part of daily life for most young people. It is an important means for contact with parents/guardians and can assist learning at school.

Use of a phone at the School includes:

- Receiving or making calls and messages (texts/apps etc).
- Using apps, audio or music functions; camera and video use; and active alerts or alarms.

The responsible use of mobile phones on our school campus includes:

- Phone and audio technology may only be used during school hours (8.40am to 2.55pm) at the discretion of school staff.
- Phones are on silent/mute in lockers. The School is not responsible for loss or theft of personal technology devices and will not investigate loss or theft.
- Secondary students may use their phone at the end of the School day or at the conclusion of afternoon co-curricular activities e.g. music, excursions and sport.
- Students may only use a device at school to record with a staff member's permission.
- Phones that are seen or heard in lessons or during breaks inside school hours risk being confiscated. Staff will ask students to immediately follow directions as required above or will confiscate phones in the case of repeated offences.
- If confiscated by the member of staff involved, staff will label the phone and hand it in to reception where it will be logged in the confiscated phones folder. The owner will collect their device at the end of the school day.
- Headphones, air pods etc. should only be seen during school hours when permission by school staff has been given for their use. Mobile watches need to be placed on flight mode during school hours.
- Year 11 and Year 12 students may use phones for music/podcasts during study periods when in the library or other study areas.
- Year 11 and Year 12 students may use phones and technology responsibly in the silent study area.
- In areas outside of the silent study area, Year 12 may use technology responsibly in between class time and breaks to check class times and timetables.
- Staff may request phones and devices to be placed in lockers as required throughout the day or during activities and excursions.
- Inappropriate or continued misuse of devices/phones will be handled according to our Behaviour Support Policy and the phone confiscated.

Note: Our school Mobile Phone Policy is part of the Electronic Device Policy which promotes responsible use by students of all electronic and online sources at the School and school related events. Behaviours that promote harassment or bullying will be viewed as part of the School's

Anti-bullying and Harassment Policy and therefore constitute a serious offence. Technology misuse in assessment tasks is malpractice and will usually result in a zero or E grade for that task.

RELATED DOCUMENTS

- *Anti-Bullying & Harassment Policy*
- *Behaviour Support Policy*
- *Electronic Device Policy*
- *ICT Network and Internet Policy*