



Mobile Phone Policy

Version 3.1

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Monitored by	Principal
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Version History

Version	Date	Notes
1.0	Feb 2011	Draft Document
2.0	March 2014	Reissued with Amendments
2.1	August 2016	Minor amendments
3.0	July 2019	Policy updated and rewritten
3.1	June 2020	Clarified procedure on confiscation and addition of acceptable use for Stage 6 students

Mobile Phone Policy

1. Purpose

- 1.1. The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our students.
- 1.2 Richmond Christian College (RCC) has established the following procedures for acceptable use for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3 Students, their parents or guardians must read and understand the Mobile Phone Policy before students bring mobile phones to school.
- 1.4 The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1 Personal safety and security

RCC accepts that parents give their children mobile phones for a variety of reasons, including to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

3. Responsibility

- 3.1 It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone to their children should be made by parents or guardians.
- 3.3 Parents should be aware if their child takes a mobile phone to school.
- 3.4 Permission to have a mobile phone at school while under the school's supervision is contingent on parent/guardian permission. Parents/guardians may revoke approval at any time.

4. Acceptable Uses

- 4.1 Mobile phones should be switched off and kept out of sight during school time. Exceptions may be permitted in exceptional circumstances if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Head of School. Parents are reminded that in cases of emergency, the school office remains the most appropriate and effective point of contact to ensure your child is reached quickly and assisted in any appropriate way.
- 4.2 If a student needs to make a call on their phone they must seek permission and the call must be made in the presence of a teacher.
- 4.3 Stage 6 students are permitted to use their devices for the following purposes:
- only in the senior space and only during breaks
 - to complete classwork
 - to conduct necessary communication
 - to socialise over shared viewing/reading. Students will exercise moderation and restraint while always adhering to the student code of conduct and in accordance with the statement of faith.
- 4.4 Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. At the teacher's discretion and with their permission only, phones may be used to assist in learning activities.
- 4.5 Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

5. Unacceptable Uses

- 5.1 Unless express permission is granted, mobile phones should not be used during school time.
- 5.2 Mobile phones must not disrupt classroom lessons in any way.
- 5.3 Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- 5.4 It is forbidden for students to use their mobile phones to take videos and pictures of other students, or send such pictures to other students or upload them to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.5 Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

6. Theft or damage

6.1 Students should mark their mobile phone clearly with their names.

6.2 Students who bring a mobile phone to school should leave it locked away in their locker or securely in their bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

6.3 Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.

6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

6.5 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school or during school excursions, camps and extra-curricular activities.

6.6 It is strongly advised that students use passwords/pin to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin confidential. Mobile phones and/or passwords must not be shared.

7. Sanctions

7.1 Students who infringe the rules set out in this document may have their phones confiscated by teachers. The mobile phone will be held in a secure location at the School Office.

7.2 The initial confiscation of the phone will be until the end of the school day. The second confiscation will be overnight and returned at the end of the second day. The third occurrence will result in 3 nights confiscation and a meeting with the Head of School prior to return of the phone. The fourth confiscation will be for one school week followed by a meeting with the Principal. Support from parents in these matters is desirable, however, if a parent requires their child's phone to be returned appropriate arrangements would then be made for the parents to collect the mobile phone after consultation with the Head of School.

7.3 Repeated infringements may result in the withdrawal of permission to allow the student to bring the mobile telephone to school.

7.4 As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

Reference: Australian Mobile Telecommunications Association Developing an Acceptable Use Policy for Mobile Phones in Your School