



## APPROPRIATE USE OF MOBILE TELEPHONES AND OTHER ELECTRONIC EQUIPMENT

### *Policy release details*

**Date of Revision**

Nov 2013

**Endorsed by Board CEO**

Nov 2013

**Next Review Date**

Nov 2014

### CONTEXT

This College's policy is informed by information from the Australian Mobile Telecommunication Association. (<http://www.amta.org.au>)

#### **Statement of intent**

In some circumstances, mobile telephones, and those with the capacity to record digital images can be appropriately incorporated into the learning program. Otherwise, except in times of genuine emergency or if the use is a sanctioned part of the educational program, mobile telephone use should be restricted. Mobile telephones and other electronic equipment are used at their owners' risk. No liability will be accepted by the College in the event of loss, theft or damage to any device. Misuse of such technology is likely to be a breach of the federal Telecommunications Act which carries large and significant penalties for breaches.

### PRINCIPLES OF USE

**Enhancing Learning:** In our College the use of mobile telephones or other electronic device must primarily be to enhance the learning. While such devices may provide a measure of responsive communication to family and friends outside of college hours, student safety and focus is best maintained by minimal outside contact during College hours. Families wishing to communicate to their children, or children to their parents, during College hours are required to do so through Student Services.

**Use at Owner's risk:** Mobile telephones and other electronic equipment are used at their owners' risk. No liability will be accepted by the College in the event of loss, theft or damage to any device. Other electronic devices include: portable music devices, portable photographic devices, portable communication devices and portable storage devices. (Examples include MP3 players, CD players and CD's, iPODs, hand-held computer games devices.)

For this reason students are expected not to bring electronic devices to College, with the following exception. As a result of technology changes and the contribution some changes can bring to the learning as a trial Senior Students (Years 10-12) will be allowed to bring mobile phones for the principle purpose of assisting their learning. If students were to consider having a phone at College they need to give consideration for safe storage during their participation in physical activities.

**Limited Use** Mobile telephones or other electronic technology should not be used in any manner or place that is disruptive to the normal routine of the College.

# Staines Memorial College

*"Building a Community for Eternity"*

PO Box 561, Redbank Plains 4301 OR [info@staines.qld.edu.au](mailto:info@staines.qld.edu.au)



**Responsible & Respectful Use** The importance of students displaying courtesy, consideration and respect for others whenever they are using a mobile telephone or other electronic device remains paramount. This means very limited use while at our College.

If mobile telephones and other electronic are brought to College then the following conditions apply.

- Mobile telephones or other electronic technology should not be used in any manner or place that is disruptive to the normal routine of the College. This means teachers in a Senior School classroom are likely to require phones to be placed at the front of the class and turned off and used only when directed to do so.
- The usual practice is for all phones (for all students) and electronic equipment (for all Prep – Yr 9 students) to be handed in to Student Services at the start of the day and collected at the end of the day. NB We do not consider it necessary or helpful for students younger than Yr 7 to have mobile phone.
- Prior advice about the teacher using mobile phones in Years 7-9 as part of learning will be provided home before the scheduled lesson.
- Mobile telephones or other electronic technology use during class may only occur if directed by the teacher as part of the learning.
- Phone cameras (any cameras) are not to be used at the College without prior and limited approval from a staff member. Such use would be for the purposes of recording some learning sanctioned by the teacher. Use of a camera in some parts of the College would never be appropriate e.g. change rooms or toilets. Taking photos of other people without their permission is unacceptable and considered a breach of privacy. Further, posting of any such photos on a social website is a breach of our privacy principles.
- Mobile telephones or other electronic technology may not be taken into an exam or other assessment session.
- The trial of increased access to Mobile phones does not provide justification for students in College hours to make calls to people outside the College or to receive calls from people outside the College. Similarly it is NOT appropriate for student to send messages or have messages sent to them during College hours. Students are at our College to learn and socialize with people on our Campus. If family or friends wish to communicate to a student they need to do so through our Student Services team.
- Students wishing to use mobile telephones and other electronic devices in special circumstances should negotiate arrangements with one of the College leadership.

## CONSEQUENCES FOR MISUSE

The College will ensure there are consequences for misuse. We will take appropriate disciplinary action against students breaching these principles. In particular we will

- discipline students who use phones for reasons other than to assist their learning. This is likely to include the withdrawal of the privilege of having a phone at the College.
- ensure that disciplinary action is to be taken against any student who is caught using a mobile telephone to cheat during exams or assessments.
- take appropriate action against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages; This is likely to be a suspension and in worse situations exclusion from the College.

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## SUMMARY of PRACTICE

1. While mobile phones and other devices are allowed at Staines Memorial College under certain conditions, it is strongly advised these items are not brought to College.
2. In most situations mobile phones and other electronic devices are NOT to be in the student's possession during regular College hours. The exception for Years 7-9 students will be if they are to be used under teacher direction as part of the learning and for Senior Students assuming they use them within the stated guidelines.
3. When used as part of the learning, or when used in transit to and from the College, their correct use and storage remains the responsibility of the owner.
4. Students are not permitted to use the camera facilities on mobile phones (without prior and limited approval from a staff member) while at College. This action contravenes Privacy Laws.
5. In an emergency situation, parents are to contact the student through College Services or our Reception. Direct phone contact between parents and students in College hours is NOT appropriate.
6. Students in an emergency situation can use the phone at Student Services.

## RELATED POLICIES

ICT Policy