

MOBILE PHONE POLICY

Context

The purpose of this policy is to provide clear expectations about the usage of mobile devices by students at Staines Memorial College. The use of mobile phones tends to interrupt conversations and/or distract people from the task they should be doing. For this reason, students are expected not to bring electronic devices to college. The intent of this policy is to minimize disruption, increase student engagement in learning and positive social interaction.

Policy

- **On arrival** at college students **must** store their phone in their bag or hand it to Student Services.
- **Mobile phones** are to be turned to silent mode or switched off for the duration of the school day.
- **Mobile phones** may not be used during the school day, including whilst on camp or excursion.
- **Mobile phones** may be used from **3pm**.

Storage

If you do have your mobile phone at school, we recommend you hand it in to Student Services for storage throughout the school day. Students who use this service are to sign their phones in and out before and after school. This is the preferred option. Mobile phones 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, photographic and storage devices.

Learning Exception

Students may use a phone with teacher permission if it directly relates to a learning activity during lesson. Direct supervision from the teacher is required; ensuring that the desired learning enhancement takes place. On the conclusion of the learning task, the mobile device is to be returned to the student's bag or Student Services.

Secondary Students

The following discipline response will apply to **breaches of the policy in a school term**.

Discipline response per school term/secondary students

Breach	College response	Record	Issued by
1	Detention x 2	<ul style="list-style-type: none"> • Level 2 Edumate record > Scheduled email 	Team Leader
2	Detention x 3	<ul style="list-style-type: none"> • Level 2 Edumate record > Scheduled email 	Team Leader
3	After School Detention.	<ul style="list-style-type: none"> • Level 3 Edumate record > Scheduled email • Notification of After School Detention 	Team Leader Team Leader
4	Conduct Letter issued. Phone monitoring	<ul style="list-style-type: none"> • Level 3 Edumate record > Scheduled email • Conduct Letter: Conditional Continuing Enrolment • Phone signed in at Student Services • Phone to be handed in daily for 2 weeks 	Deputy Principal Deputy Principal Student Services
Further Breach	Suspension - Non-compliance Enrolment Review Letter Enrolment Review meeting	<ul style="list-style-type: none"> • Level 3 Edumate record > Scheduled email • Suspension Letter > Edumate email • Level 3 Enrolment Review letter • Enrolment Review meeting 	Deputy Principal Deputy Principal Deputy Principal Principal



Family contact

Families wishing to communicate to their children, or children to their parents, during college hours are required to do so through Student Services.

Phones during school hours

Should any staff member identify a student using a mobile phone during school hours, the student will be directed to follow the relevant **Directed to hand in Mobile Phone - Procedure** below.

Directed to hand in Mobile Phone - Procedure

- Students will be directed to hand their device to Student Services when in breach of the SMC Mobile Phone Policy.
- Student Services will create a record as evidence that the device was handed in.
- The referring staff member will record a mobile phone breach on the student's record in **Edumate – Level 2**.
- Edumate will email a record of the breach to the parent/guardian on the day on which the record was made.
- Team Leader will receive a referral and ascertain next steps based on established college protocols.
- Students may collect their phone at the end of the school day.