



Mobile Phone – Student Usage Policy

The Hazard – Mobile Phones

Mobile phones can create a range of hazards when brought to college:

- They are valuable items that can easily be lost, stolen or damaged in the college environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in colleges not only disrupts learning for the phone user but also for fellow students.

All policies should be read and action taken in line with the college's Child Safe Policy.

St Anne's College's Policy

St Anne's College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at college must be balanced with the responsibility to use it appropriately.

It is our policy that:

- Mobile phones are brought to college at the owner's own risk. No liability will be accepted by the college in the event of loss, theft or damage of the phone;
- Mobile phones must only be used by students before or after school hours;
- Mobile phones must be kept on silent mode and kept in student lockers during classroom lessons and college activities to minimise distractions;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during college hours (e.g. health issues);
- Mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode);
- Mobile phones must not be used inappropriately. Refer to our [Bullying Prevention and Intervention, Cyber Safety](#) and [Information and Communication Technology Policies](#);
- Phone cameras are not to be used within the college grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;
- Students should never photograph or record any person without their express permission;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- Parents are to be informed that in cases of emergency, the college remains an appropriate point of contact to reach their child quickly.
- If a student has a phone on their person during the school day, the phone is confiscated by the staff member who witnesses the possession of the phone and it is placed in a secure location at reception where the child can collect it at the end of the day.

Workers' Responsibility

All workers are responsible to:

- Model appropriate behaviour at all times;
- Ensure all students are aware of the mobile phone policies, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- Be vigilant in monitoring students when using mobile phones;
- Ensure mobile phones are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Related Policies

[Bullying Prevention & Intervention Policy](#)

[Cyber Safety Policy](#)

[Information & Communication Technology Policy](#)

[Social Media Policy](#)

[Student Photographs & Privacy Policy](#)

Policy Updated: January 2022

Next Review date: January 2023