Many students have mobile phones and, in general, they are a useful mechanism for family members to keep in touch in case of an emergency. However, they can be improperly used, quite easily lost or damaged. They must be effectively managed by students, so that they do not detract from the learning environment or present a risk to College security and/or their own safety.

**Rationale**

Many students travel considerable distances to and from the College on both private and public transport and it is important for their safety that they have the capacity to contact their parents, or other family members, in an emergency. However, the usage of mobile phones in a school setting can be highly disruptive.

We aim to ensure that all students can focus without distractions. It is for this reason that College policy discourages students from bringing mobiles to school, unless they are necessary for student safety. If a student wishes to use a phone, they are required to seek permission from their Year Coordinator or, in an emergency, the College Administration Staff or another teacher.

If a student is ill, they should follow the process to attend the College Sick Bay. Here the College Administration Staff will evaluate their situation and if they deem it necessary, contact parents or carers using the College telephone. Students should not independently contact parents about an illness or any incident, without going through the College Administration Office or a teacher as is appropriate. All messages to parents must be passed on through College staff. Students must not make arrangements to be released from school unless it is decided by a member of staff responsible for the student, and that is generally the Year Coordinator.

**No Social Usage of Mobiles by Students**

Contacting friends, arranging for out of school meetings, responding to arguments, are all fraught with danger. Any student found using their mobile in such a way will face the consequences of their actions. Cyber bullying is not tolerated at the College.

**Examination Protocol**

Students are not permitted to bring a mobile phone to any public examination room. They must be handed in to the teacher in charge if they are in their possession. If they do bring a phone and it goes off it disrupts the students and compromises the marks of the student responsible. Examination officers may also raise a question about the prospect of cheating if a student is in possession of a mobile phone.

Student Use of Digital Devices Policy
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Mobile Phone Authority

The prevalence of mobile phones, iPods, iPads, digital cameras, laptops and other electronic devices is a fact of life today and they are increasingly used as an educational tool. Where this becomes necessary, specifically in relation to the use of mobile phones, the supervising teacher will provide the student with a verbal Mobile Phone Authority for use at a designated time only. That teacher is responsible for ensuring that the phone is used under strict guidelines. No student must access social media during this time. Even if the student is given permission to use the phone it remains their responsibility to keep it safe.

Risk of Theft and Damage

College insurance does not cover the loss, theft or damage of any digital devices and we are under no obligation to investigate such matters. Parents accept this position when they sign the Student Use of Digital Devices Policy contract.

Procedure for the Bringing of Mobile Phones to the College

For the safety reasons outlined above, some students will continue to bring their mobile phones to the College. Where that is the case, the mobile phone must be switched to silent and kept out of sight at all times. If a student is found to be in breach of this procedure, the mobile phone will be confiscated. It will be delivered to the Administration Office. Only a parent/caregiver may collect the phone at a time appropriate for staff.

If a request is made by a member of staff to hand over the phone it must be done without further discussion. If there is any delay or refusal then they will be seen by the appropriate Coordinator, the mobile phone may be confiscated for a longer period and appropriate punishments put in place as a result of such defiance. If a student persistently breaches this procedure you will be seen by the Director of Pastoral Care and more serious consequences will follow.

CHILD VERSION

- If you bring a mobile phone to school it must be kept out of sight at all times.
- If you bring a mobile to school it is your responsibility. The school will not take any action in the case of damage or loss.
- If you are found using a mobile phone (inside or outside the classroom) it will be confiscated and sent to the Administration Office where a parent must collect the mobile phone at a time appropriate for office staff.
- If a teacher asks for the phone to be handed in you must comply without question. The teacher is simply adhering to school policy. If you do not do as requested by the member of staff you will be sent to your Year Coordinator. If further issues arise you will be sent to the Director of Pastoral Care to discuss consequences.
- A teacher may give permission for a mobile phone to be used under special circumstances. The teacher will give you specific guidelines for the use of the mobile phone.
- You must not access any social media sites at any time.
- You must not be involved in any form of cyber bullying at any time.

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