



# Mobile Phones Policy – Students

MPP2019-1.3

<b>Purpose:</b>	The Arcadia College is implementing this policy to ensure responsible use of mobile phones by students on college premises and on college related activities.	
<b>Scope:</b>	The policy applies to students of the school/college while they are in class, on college grounds or involved in college activities on or off campus.	
<b>Status:</b>	Approved	<b>Supersedes:</b> N/A
<b>Authorised by:</b>	College Governing Body Chairperson / CEO	<b>Approval Date:</b> 25 <sup>th</sup> March 2019
<b>References:</b>	Positive Behaviour Policy Anti-bullying Policy Anti-Harassment Policy Computer Policy	
<b>Reviewed:</b>	2 Years	<b>Next Review:</b> 25 <sup>th</sup> March 2021
<b>Responsibility:</b>	Executive Principal	<b>Point of Contact:</b> Deputy Principal
<b>Policy Owner:</b>	College Governing Board	

## Policy

### Rationale

The increased ownership of mobile phones requires that college administrators, teachers, youth workers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the college day when students have access to college phones and personnel.

At the same time, it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, university programs and other activities, which take them away from the college campus on a regular basis.

The policy of Arcadia College is to allow the use of mobile phones in limited circumstances outlined below, while emphasising that in most circumstances students will not need phones as they can access college phones and college personnel if they need to communicate outside of the college.

### Acceptable Use

1. The use of mobile phones during class time is not acceptable under any circumstances.
2. Mobile phones should be switched off at all times while students are in class.
3. Students should be aware that phones ringing during lesson time are likely to be confiscated for the rest of the day and permission to have the phone at college may be revoked. Parents are reminded that in the case of emergency the college reception remains a vital and appropriate point of contact.
4. While on college premises or college related activities, where permission has been given to carry mobile phones, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
5. It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Deputy

Principal/Head of Welfare, and their right to have a phone at college will be revoked. Students should note that, in extreme cases, the college may consider it appropriate to involve the police.

6. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Deputy Principal/Head of Welfare, which is likely to include the loss of all marks for the examination or assessment item, as well as the right to bring a phone to college.
7. Any students attempting to connect to college wireless network using mobile devices will face disciplinary action.

## **Security**

1. Students are responsible for the security of their mobile phones.
2. The college accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. The college accepts no responsibility for the loss of mobile phones stolen while travelling to and from college.
4. Phones should be clearly marked with the name of the owner.
5. Phones should be kept in a secure place at all times during college hours; students are advised to keep them well concealed and not 'advertise' they have them.
6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.
7. Mobile phones which are found in the college and whose owners cannot be located should be handed to office reception.

## **Responsibilities**

1. It is the responsibility of students who bring mobile phones onto college premises to adhere to the guidelines outlined in this document.
2. The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto college premises.
3. Permission to have a mobile phone at college/while under the college's supervision is contingent upon parents/guardians applying to the Deputy Principal/Head of Welfare who will require a signed copy of this policy to be returned to the college.
4. A register of students with permission to bring mobile phones onto college premises will be kept at the college.