

MOBILE PHONE POLICY

'Not Seen, Not Heard'



CONFISCATION PROCESS - ALL OFFENCES

1. Student hands their phone to the teacher
2. Teacher immediately places the phone into a yellow envelope and labels
3. Teacher sends a runner to Student Services to hand in at the Kiosk, a receipt is issued to the runner
4. The runner gives the receipt to the teacher, who hands the receipt to the student immediately
5. Student reports to Kiosk at the end of the day with their receipt

FIRST OFFENCE:

1. Student reports to Kiosk at the end of the day to collect their phone from the Kiosk Officer
2. Kiosk Officer checks Academy, counsels student and returns the phone to the student
3. Kiosk Officer emails parent/caregiver 'Mobile Phone breach 1' letter

SECOND OFFENCE:

1. Student reports to Kiosk at the end of the day to collect their phone from the Kiosk Officer
2. Kiosk Officer checks Academy and refers the student to the relevant Manager
3. Manager counsels student and returns the phone to the student
4. Manager emails parent/caregiver 'Mobile Phone breach 2' letter

THIRD OFFENCE:

1. Manager contacts parent and asks them to come to the school and collect the Mobile Phone
2. Student reports to Kiosk at the end of the day
3. Manager counsels student and returns the phone to the parent
4. Manager emails parent/caregiver 'Mobile Phone breach 3' letter and Mobile Phone Policy

FOURTH & SUBSEQUENT OFFENCES:

1. Manager contacts parent and asks them to come to the school and collect the Mobile Phone
2. Student reports to Kiosk at the end of the day
3. Student and parent informed of total **Mobile Phone Ban** for the rest of the year and returns the phone
4. Advised further breaches will incur Suspension
5. Manager emails parent/caregiver 'Mobile Phone breach 4' letter and Mobile Phone Policy