



## Mobile Phone Policy

*'Not Seen, Not Heard'*

### 1. Purpose and Rationale

1.1 The widespread ownership of mobile phones (and similar digital devices such as tablets and iPods) among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Mobile Phone Policy is designed to assist with potential issues involving mobile phones so they can be clearly identified and addressed, whilst assuring the benefits that mobile phones (such as increased safety) can continue to be available to our students.

1.1 MSHS students must bring their own connectible digital device. The approved personally owned digital device must be an up-to-date iPad or MacBook. The device must be able to receive IOS or MacOS updates to maintain its security status.

1.2 Mobile phones are not considered to be an acceptable device and may not be used in lieu of the Digital Device Program (DDP).

1.3 MSHS accepts that parents give their children mobile phones to improve communication and help protect them from everyday risks involving personal security and safety. Parents may also be concerned about young people travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a young person with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

1.4 MSHS has established this Mobile Phone Policy that provides teachers, students and parents guidelines and instructions for the appropriate use of mobiles during school hours. This policy should be read in conjunction with the greater 'Student Engagement Policy' whereby students are to follow the Student Code of Conduct, refrain from any type of bullying or harassment, adhere to responsible internet and social media use and demonstrate respect for themselves and others at all times. Any students who take photos, video or use social media to record or distribute another student having a fight will be automatically suspended.

1.5 Mobile phones (and headphones or other associated accessories) are not to be used in classrooms at Melville SHS. This is summarised by the catchphrase 'Not Seen, Not Heard'. Students who persist in using their mobile phone in the classroom and/or who won't put their phone (or headphones) away when directed to do so may have these confiscated. Repeated breaches and/or defiance will result in students being suspended for refusal to follow teacher instructions.

1.6 Students, their parents or caregivers are invited to read and familiarise themselves with the Mobile Phone Policy if students intend to bring mobile phones to school.

1.7 The Mobile Phone Policy also applies to students during school excursions, camps and extra-curricular activities.



## 2. Responsibilities - Students & Parents

### 2.1 The School

- MSHS accepts no responsibility for lost, stolen or damaged student mobile phones whilst onsite or travelling to and from school or school related activities

### 2.2 Teaching Staff

- Should staff confiscate mobile phones, it will be placed into a yellow envelope and sealed. The name of the student, year group, and condition of the phone will be recorded

### 2.3 Students

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in MSHS's Mobile Phone Policy.

### 2.4 Parents/Caregivers

- Students and their parents or caregivers should read and understand the Mobile Phone Policy before students are permitted to bring their mobile phones to school.
- The decision to provide a mobile phone to their child should be made by parents or caregivers.
- Parents should be aware if their child takes a mobile phone (or other non-educative electronic device) to school.

## 3. Acceptable Uses of Mobile Phones at School

### *Using Mobile Phones at the School*

3.1 Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school. During class time Mobile phones and headphones should not be seen or heard at any time. Students should switch off their phone and place their mobile phone into their bag or pocket for safe-keeping and put their headphones/earphones directly into their bag before they line up for class. Teachers must not admit students into class if they have their headphones in sight. Students must not wear their earphones around their neck or tucked into their pockets or sleeves during class time.

3.2 Students should not use mobile phones to make calls, send text messages, access the internet, access social media, take photos or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Students should restrict use of the mobile phone to before or after school and during recess and lunch breaks.

3.3 While at school (and only during break times) students should generally use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls during recess or lunch.

3.4 Mobile phones must not disrupt classroom lessons with ring-tones or beeping. Except upon the rare occasion when mobile phones are being used as part of the lesson plan or with the express permission of a teacher, they should be switched off and kept out of sight during classroom lessons and school activities to minimise distractions.



3.5 Students are not permitted to connect to the school's WIFI, Apple TV, and data projectors or to connect to other users via hot-spotting, Bluetooth or send data via airdropping or other existing or emerging electronic/digital technologies.

3.6 Texting is a distraction in the classroom and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the Student Services Centre remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way. Should a parent need to contact a child urgently, they may do so on 62741300 and a runner will be sent to collect the student from class. Student Services will not provide a phone charging service for students, however in the case of an emergency, students needing to make a call to parents may ask to use the Student Services phone.

3.7 Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

3.8 Students are reminded to protect their phone numbers by only giving them to close friends and family. It may help younger students to keep a note of who they have given their phone number to. This can help protect the student's number from falling into the wrong hands and guard against cyber-bullying.

### *Cyberbullying*

3.9 Using mobile phones to bully and threaten (also known as cyberbullying) other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour. Refer to the Student Engagement Policy for more information on bullying and cyber bullying.

3.10 Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

3.11 Mobile phones must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. Students are reminded that mobile phones are not to be used in toilets or changing rooms.

### *Theft or Damage*

3.12 MSHS accepts no responsibility for replacing lost, stolen or damaged mobile phones.

3.13 MSHS accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

3.14 To avoid disputes and assist in finding owners, younger students may want to mark their mobile phone clearly with their names or an identifying sticker. All students are advised to



have their name and another contact number stored on the phone so that it can be more easily returned if lost.

3.15 Students who bring a mobile phone to school may want to leave it in Student Services or give to their class teacher when they arrive to prevent loss or theft. To reduce the risk of theft during school hours, students who carry mobile phones are advised to treat them as carefully as they would their wallet or purse.

3.16 Mobile phones that are found in the school and whose owner cannot be located should be handed to Student Services

3.17 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords should not be shared.

3.18 If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.

#### **4. Consequences of Unacceptable / Inappropriate use**

4.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal in line with the Student Assessment Policy.

4.2 Students using mobile phones (via social media or phone functions) to bully other students will face disciplinary action as per the relevant section of the Student Engagement Policy.

4.3 Students who infringe the guidelines and rules set out in MSHS's Mobile Phone Policy could face having their mobile phones confiscated by teachers. The mobile phone will be taken to Student Services and dependent upon the frequency of breaches or level of breach, the student's parent informed. Appropriate arrangements would then be made for the parents to collect the mobile phone.

4.4 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.

4.5 Failure to follow the rules set out in MSHS's Mobile Phone Policy may result in a suspension under the E-Breach category, or an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

Sandra Olney-Thurstun  
Deputy Principal Student Services

**Effective Date:** August 2019



**Permission Form**

I have read and understand MSHS's Mobile Phone Policy at school.

I understand that this form will be kept on file at the school and that the details may be used (and shared with the appropriate authorities, if necessary) to assist in identifying a mobile phone or other phone should the need arise (eg if lost, or if the phone or phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the phone is used appropriately and correctly while under the school's supervision, as outlined in MSHS's Mobile Phone Policy.

Parent name (print): \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student name (print): \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Mobile's IMEI number: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have comments or suggestions, please contact your child's year coordinator.

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