# Mobile Phone, iPod and MP3 Device Policy

**Effective Semester 2 2015**

## Conditions of Student Mobile Phone Use

The device policy separates students into Junior School and Senior School, with different expectations existing for each group.

<table>
<thead>
<tr>
<th>Junior School Years 7, 8 and 9</th>
<th>Senior School Years 10, 11 and 12</th>
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</thead>
<tbody>
<tr>
<td>1. Students are permitted to bring a Mobile Phone, iPod and MP3 devices to school, however are encouraged to leave these devices at home. On arrival to school, students who need to bring a device must sign in their device to the school office before CARE (will be stored securely in the office safe). Devices can be collected after 3pm.</td>
<td>1. Students are allowed to bring a Mobile Phone, iPod and MP3 devices to school. Devices can be used before, during (when given permission) and after School.</td>
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<tr>
<td>2. While on school grounds, devices are not permitted to be used for any reason. Junior Students found to be using a device during school hours have breached the device policy.</td>
<td>2. While on school grounds, devices are not permitted for the purpose of listening to music or accessing sites not approved by the school, including social media.</td>
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<tr>
<td>3. Students are responsible for the security of their devices. The School accepts no responsibility for replacing lost, stolen or damaged devices.</td>
<td>3. During lesson time students can choose to bring their device into the classroom. All devices brought into the classroom must be turned off and placed in the device container as directed by the classroom teacher. Some practical subjects (for example PE) will require devices to remain in student bags (students are to follow teacher directions with regards to this).</td>
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<tr>
<td>4. Students and parents are responsible for managing the capacity of their handheld devices and their associated costs. The school accepts no responsibility for additional data usage or other charges.</td>
<td>4. Devices are to remain switched off in the classroom. If, or when, instructed to by the teacher, students may use them for educational purposes (this is optional).</td>
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<tr>
<td>5. Before, after school and during lunch times students are to store their devices in their school bags. Students may use their devices during break times in line with the School’s core values.</td>
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<tr>
<td>6. Students are responsible for the security of their devices. The School accepts no responsibility for replacing lost, stolen or damaged devices. Students will have the option to leave their devices at our School Office throughout the day where they will be stored securely.</td>
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<tr>
<td>7. Students and parents are responsible for managing the capacity of their handheld devices and their associated costs. The school accepts no responsibility for additional data usage or other charges.</td>
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</tr>
</tbody>
</table>
# Consequences of Inappropriate Use or Failing to Follow Teacher Instructions regarding Mobile Phone use

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Before CARE</th>
<th>(Likely) Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of a device on school grounds as a result of failing to sign it in to the school office.</td>
<td><strong>Before CARE</strong>&lt;br&gt; - Teacher reminds the student of the rules regarding devices and provides student with the opportunity to follow the correct procedure and sign their device into the office.&lt;br&gt; - If the student chooses not to do the right thing, the teacher confiscates their device and takes it to the office for the student to collect at the end of the school day (devices will be stored securely in the office safe).&lt;br&gt; - The teacher sets a detention for the student and informs the Junior Secondary DP and Year Level Coordinator that the student has not followed the policy.</td>
<td><strong>9am – 3pm</strong>&lt;br&gt; - Teacher confiscates the device and takes it to the office at the end of the period for the student to collect at the end of the school day.&lt;br&gt; - The teacher sets a detention for the student and informs the Junior Secondary DP and Year Level Coordinator that the student has not followed the policy.</td>
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<tr>
<td>Failing to follow a teachers instructions regarding the use of a device</td>
<td><strong>Before CARE</strong>&lt;br&gt; - Immediate referral to Year Level Head of Department&lt;br&gt; - Phone confiscated by the teacher/Year Level HOD and taken to the office (stored securely in the office safe)&lt;br&gt; - Student permitted to collect the device at the end of the school day, but unable to bring the device back to school for a period of 1 week.&lt;br&gt; - Year Level HOD sets an after school detention for the student.</td>
<td><strong>Failing to follow a Year Level Head of Departments instructions regarding the use of a device</strong>&lt;br&gt; - Year Level HOD refers the student to the Junior Secondary DP.&lt;br&gt; - Parents contacted&lt;br&gt; - 1-day internal suspension&lt;br&gt; - Phone confiscated and parents will be required to collect the phone (will be stored securely in the office safe)&lt;br&gt; - Student then loses the privilege of having the phone at school for one week.</td>
</tr>
<tr>
<td>Failing to follow an Administration's instruction regarding the use of a device (or consequence imposed)</td>
<td><strong>Failing to follow an Administration's instruction regarding the use of a device</strong>&lt;br&gt; - Suspension (1-5 days)&lt;br&gt; - Student will no longer be allowed to have a device at school</td>
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</table>
Students with multiple incidences of breaching the device policy

| Second Offence: | o Immediate referral to Year Level HOD  
| | o After school detention set  
| | o Phone confiscated and taken to the office (stored securely in the office safe)  
| | o Student permitted to collect the device at the end of the school day, but unable to bring the device back to school for a period of 1 week.  
| Third Offence: | Immediate referral to JS Deputy Principal. 1 day internal suspension issued and parents/guardians informed. Device not to return to school for the remainder of the term.  
| More than three offices: | o Immediate referral to JS Deputy Principal.  
| | o Meeting held with parents/guardians  
| | o Further Consequences Set e.g. 1-5 day internal/external suspension  
| | o Student loses the privilege of bringing a device to school  

### Senior School Years 10, 11 and 12

#### Failing to follow a teacher’s instruction regarding a device during class time (e.g. using their phone without permission during class time or for purposes that are not approved, not handing the device over at the teacher’s request).

| First Offence: | o Teacher reminds the student of the rules regarding devices and provides student with the opportunity to follow the correct procedure and put their device into their bag.  
| | o If the student chooses not to do the right thing, the teacher confiscates their device and takes it to the office at the end of the period for the student to collect at the end of the school day (stored securely in the office safe)  
| | o The teacher sets a detention for the student.  
| Where the student refuses to hand over their device / it is not the first offence: | o Immediate referral to Year Level Head of Department  
| | o Phone confiscated by the teacher/Year Level HOD and taken to the office (stored securely in the office safe)  
| | o Student permitted to collect the device at the end of the school day, but unable to bring the device back to school for a period of 1 week.  
| | o Year Level HOD sets an after school detention for the student.  

#### Failing to follow a Head of Department / instructions regarding the use of a device

| o Immediate referral to Administration.  
| | o Parents contacted  
| | o 1-day internal suspension  
| | o Phone confiscated and parents will be required to collect the phone (will be stored securely in the office safe)  
| | o Student then loses the privilege of having the phone at school for one week.  

#### Failing to follow an Administration's instruction regarding the use of a device (or consequence imposed)

| o Suspension (1-5 days)  
| | o Student will no longer be allowed to have a device at school  

#### Using your device during school hours to cyber-bully / harass / intimidate / threaten another student or teacher of MSHS

| o Parental Contact / Administration interview  
| | o Suspension (length of time dependent on circumstances)  
| | o Referral to Guidance Officer / School Support staff (including the School Based Police Officer)  
| | o Student will no longer be allowed to have a device at school  

#### Inappropriate use of any electronic device to upload or download, share or store images of school personnel, students, facilities, or activities on any medium (including, but not limited to social media sites) that can be perceived as bringing the school’s name into disrepute (e.g. filming a student or teacher)

| o Suspension (length and type dependent on circumstances)  
| | o Administration interview  
| | o Cancellation of enrolment (depending on circumstances)  
| | o If the incident constitutes a serious criminal offence on school grounds, in an emergency the principal contacts Police immediately by telephone and follows up using SP-4: Report of Suspected Harm or Risk of Harm form  

