



GUIDELINES FOR USE OF MOBILE DEVICES

I. INTENT

Mobile devices are a feature of society, and are in widespread use, allowing convenient communication and connectedness. Such communication must be acknowledged, whilst also ensuring that good educational practice is not compromised.

This Policy intends to provide guidelines for the use of mobile devices at St Margaret's Anglican Girls School by staff and students.

2. STUDENT GUIDELINES

- i. Students are permitted to carry a mobile phone to school, at their own risk.

In the Secondary School, mobile phones must be kept locked in the student's locker. A mobile phone should not be left in an unattended bag. During in-class testing and block exams all mobile devices including iwatches will be switched off and left in the care of supervising teacher at the front of the classroom, to ensure validity of testing. Staff need to be vigilant that all devices are handed in under these circumstances.

All mobile phones brought to school by students in the Primary School must be placed in the allocated box at the beginning of the school day. This box will then be stored in the Primary School Office.

- ii. To promote punctuality and safety, students are not permitted to access their devices between lessons when there is not a scheduled break.

Secondary students are allowed to access their mobiles phones only at their locker during morning tea and lunch (not during Academic Advising times). During these times students in the Secondary School are only allowed to access their mobiles in case of emergency (for eg. texting parents to advise sports training cancelled) but this use should be limited and not promote anti-social behavior.

- iii. Devices are not to be used for texting for social interaction, social media, internet access or photographs/video.

In the Primary School, students must go to the Primary School office to request to make a telephone call on the school phone if it is necessary during the school day. Conversations on mobile phones, or on the telephone in the Primary School Office, are not considered to be acceptable reasons for lateness to class.

- iv. St Margaret's as an employer takes seriously its responsibility to protect staff members from inappropriate and malicious on-line references. Therefore, any posting of inappropriate images of staff or references to a staff member, will automatically lead to suspension from school.

- v. Inappropriate use of a mobile phone during the school day will result in confiscation of the phone. The confiscated item will be labeled with the student's name, and handed in at the Head of Year or Primary School Office at the first possible opportunity, to be collected at the end of the school day. Any negotiations for earlier return of the confiscated item are to be conducted only with the Dean of Students or Head of Primary School.
- vi. No school resources will be allocated to finding a phone that is lost or allegedly stolen.
- vii. Significant or repeated misuse of a mobile phone may result in suspension or other consequences as outlined by the Acceptable Use of Technology policy. Parents will be notified of this infringement to School policy.
- viii. If at any time a staff member has cause to suspect a mobile device is being used inappropriately, they have the right to confiscate it immediately pending investigation of the matter.
- ix. In regard to any matter whereby the school believes there may be material which is of a bullying, sexual, racial or violent nature or where the school or students of the school may be brought into disrepute, the school reserves the right to permit specified staff to inspect any school-owned devices, including but not limited to; cameras, video recorders and computers.

GUIDELINES FOR STAFF

Except for designated staff whose role demands that they be contactable at all times, teachers should not have their mobile phones with them during lessons, unless required for an in class activity. It is not appropriate that calls be taken in these situations.

Please refer to the Protective Practices Policy

Related Policies

Acceptable Use of Technology Policy

Anti-bullying Policy

Guidelines for Behaviour and Expectations of Students

Review of guidelines: December 2020