



Hazard - The Mobile Phones

Mobile phones can create a range of hazards when brought to college:

- They are valuable items that can easily be lost, stolen or damaged in the college environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in colleges not only disrupts learning for the phone user but also for fellow students.

FCJ Policy

FCJ College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at college must be balanced with the responsibility to use it appropriately.

It is our policy that:

- Students must sign and return an Information and Communication Technology (ICT) Agreement before they are permitted to bring their mobile phones to college;
- Mobile phones are brought to college at the owner's own risk. No liability will be accepted by the college in the event of loss, theft or damage of the phone;
- Mobile phones may only be used by students before morning pastoral group and once classes have finished for the day.
 - Exception: Students in Year 11 and 12 may use their mobile phones within the designated area during recess and lunch as determined by the Year 11 and 12 Learning Leaders.
- During class time, mobile phones must be in lockers in silent or off mode; unless otherwise directed by their teacher.
- Students are not to have their phones out in the yard during recess and lunch
- Mobile phones must not be brought into exams or class assessments unless otherwise directed by their teacher.
- Mobile phones must not be used inappropriately. Refer to our Student Wellbeing Policy, Social Media Policy, Information and Communication Technology (ICT) agreement.
- Phone cameras are not to be used in change rooms or toilets;
- Students should never photograph or record any person without their express permission, this includes at sporting events, excursions and whole school activities;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file.
- Students are to be aware that the college office remains the appropriate point of contact to reach their parent/guardian.
- Students may use their mobile phones on excursions as directed by the organising teacher.



Staff Responsibilities

All staff are responsible to:

- Model appropriate behaviour at all times;
 - Only check mobile phones when not in class
 - Use their mobile phone as a work tool and resource ie. Staff are encouraged to carry mobile phones on yard duty in case of emergency
 - Use mobile phones in the classroom for educational purposes only
- Ensure all students are provided with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices in line with the Student Wellbeing Policy;
- Be vigilant in monitoring students when using mobile phones;
- Ensure mobile phones are not taken into class, exams or assessments unless required for educational purposes.
- Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile phone use that they observe is reported and recorded appropriately on SIMON.
- In the case when mobile phones are used inappropriately it is the responsibility of the staff member to request the student hands in their mobile phone. The mobile phone is to be taken to the appropriate Learning Leader and returned to the student at the end of the day. Repeat offenders, as determined by the Learning Leader, will be issued an afterschool detention in line with the Wellbeing Policy.

Parents Responsibilities

All parents are responsible to:

- Model appropriate behaviour at all times;
 - To be mindful that communication through mobile phones disrupts learning throughout the school day
 - To support the school in the implementation of this policy
 - Restrict mobile phone contact with their child during the school day
 - Monitor the appropriateness of their child's online usage
 - To be aware that students will not be in communication with them across the school day
 - Assist/commit in the education of their child in the proper usage of mobile phones and ICT usage
 - Parents are to be informed that in cases of emergency, the college remains the appropriate point of contact to reach their child quickly.



FCJ COLLEGE

MOBILE PHONE POLICY

Implementation Date: 26 February 2018

To be reviewed in 2021

Responsibility of the Principal

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions through the FCJ Wellbeing Policy where necessary.
- Modeling appropriate behaviour at all times;

Discipline for Breach of Policy

- Where a student breaches this policy FCJ College may take disciplinary action through the Behaviour Management Processes outlined in the Student Wellbeing Policy.
- Where a staff member breaches this policy FCJ College may take disciplinary action.

Related Policies

- Student Wellbeing Policy
- Social Media Policy
- Information and Communication Technology