ST. ANDREW’S GRAMMAR

MOBILE PHONE POLICY

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ST. ANDREW'S GRAMMAR
Mobile Phone Policy

POLICY

St. Andrew’s Grammar recognises that there are times when it is genuinely appropriate and useful for Secondary School students to have access to a mobile telephone - for example, to contact parents in emergencies and/or to confirm or change a collection time after dance or music rehearsals or sports practice. However we strongly discourage students from bringing them to school. The School does not condone the possession or use of mobile phones by Primary School students.

The use of mobile phones at school can lead to problems such as:

- security/theft;
- harassment and bullying via phone calls and SMS;
- distraction in class;
- social division;
- cheating in tests and exams;
- may lead to conflicts of interest regarding duty of care within the School.

It is neither necessary, nor acceptable, for mobile phones to be switched on or used for phone calls, listening to music, taking unauthorised digital photographs or streaming video or text/data messaging during class, recess, lunch or study times. Mobile phone use by students should only be in cases of emergency or genuine need and should only occur outside of school hours.

Mobile telephones will be confiscated by staff if seen in use by students during class, recess, lunch or study times or at sanctioned school events. If first offense, the mobile phone will be confiscated and held at Reception until the end of the day, at which time, the Student may collect it. If second offense, the mobile phone will be confiscated and held at Reception until the end of week. A parent or guardian will need to collect the phone at this time. If third offense, the mobile phone will be confiscated and held at Reception until the end the term. A parent or guardian will need to collect the phone at this time.

Exemptions to these rules may apply and are at the discretion of the Heads of School and/or the Principal.

Any student who is feeling unwell at School and needs to go home must arrange this through Administration. Under no circumstances may students use a mobile phone to contact home and make arrangements to leave except through Administration.

The following rules apply with respect to mobile phones:

1. Courtesy, consideration of and respect for others are paramount at all times.
2. Students must ensure the phone is turned off (and not on SILENT) during school time, including lunch and recess.
3. If mobile phones are brought to and kept at school, it is entirely at their owner's risk. The School will not accept any responsibility for theft, loss, damage, misuse or health effects (potential or actual) resulting from mobile phone use.

4. Students and parents should recognise however, that mobile phones are a target for theft and accordingly, phones should always be stored in a safe and secure place.

5. Parents and students should ensure that mobile phones are properly and adequately insured as personal property. It is a matter of parental responsibility to set appropriate parameters and rules for their children for such matters as frequency of use, lending the phone to others, costs of access and call cost plan, etc.

6. Parents who wish to contact their son or daughter at School in an emergency should do so through Administration. Messages will be forwarded to your son or daughter without causing disruption to lessons and students’ learning.

7. Mobile phones must be switched off at all times and stored in a locked school bag or in a blazer pocket. They should not be used in any manner or place that is disruptive to the normal routines of the School or to other people. Usage includes the sending and receiving of phone calls, listening to music, receiving broadcast data of any sort, taking unauthorised digital photographs or streaming video or text/data messaging.

8. Students are not permitted to use mobile phones during field trips, excursions or other off-campus supervised activities. Arrangements will be in place for communication with staff members in the case of an emergency.

Non-observance or breaches of these rules will result in the mobile phone being confiscated and handed to Administration.

**STAFF**

Teacher/Educational Assistant use of mobile phones is permitted only during recess and lunch breaks and sessions of DOTT (duties other than teaching) unless permission has been granted by the Principal for special exemption. Non-teaching staff may only use mobile phones during scheduled tea and lunch breaks. Exemption to this rule applies if there is an emergency situation at the School, mobile phones may be used to contact the Principal or relevant Head of School.

During the school day, all staff should have their mobile phones switched on and turned to silent (with vibration alerts on). This will be the primary mode of contact in a lockdown situation.

Whilst off campus on a school sanctioned activity, mobile phones should remain on at all times in case of an emergency.

**RELATED DOCUMENTS:**

Lockdown Policy
Social Media Policy
Child Protection Policy
Duty of Care Policy