

# Mobile Phone and Electronic Device Policy



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**VARSITY**  
*College*

Dare to Dream

## Introduction

Varsity College prides itself on providing a technology-rich environment for learning. Students are permitted to bring mobile phones, I-pods or other electronic devices to school on the proviso that they are used in accordance with school TRAKS policy based on trust and respect. This policy also applies to students during school excursions, camps and extra-curricular activities.

The use of mobile phones, pagers, portable CD and MP3 players, Personal Digital Assistants and similar electronic devices can be used in class under the direction of the teacher for the specific purpose of enhancing learning.

Mobile phones and other electronic devices (including Ipods, I-pads and tablets) are brought to school at their owners' risk. The school will accept no liability in the event of loss, theft or damage of any device.

Varsity College Junior Campus accepts that student access to, and use of, mobile phones is increasing and that, on occasions mobiles may need to be brought to school. Varsity does not wish to expose students to nuisance calls, inappropriate text messages or any form of electronic bullying or harassment. For this reason the college adopts a strong stance on the use of these devices.

## Relevant Legislation and Policy

This policy has been developed in accordance with the Education (General Provisions) Act 2006 and the Department of Education, Training and Employment's procedure *SCM-PR-003: Appropriate use of mobile telephones and other electronic equipment by students*. It clearly explains and documents the standards of acceptable use of Mobile phones and electronic devices in the Middle and Senior Schools at Varsity College.

## Version Control

Process Owner



Greg Morgan  
Head of School, Senior Secondary  
Last Reviewed: 25/8/2015

Approved By



Steve McLuckie  
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Last Approved: 25/8/2015

## Acceptable Use Procedures Primary Campus

In keeping with school policy relating to toys, personal equipment and valuables, mobile phones are seen to be valuable items and therefore at risk of being stolen or used inappropriately at school. The following procedures must be followed when bringing a mobile phone to school:

- If a mobile needs to be brought to school, they will need to be stored safely at the school office between the hours of 8.40 a.m. and 2.50 p.m.
- Students may leave their phones with the office staff and collect after the home time bell.
- It is understood that parents may have a genuine need to make urgent contact with their children. For this reason the main switchboard phone is attended between the hours of 8.00 a.m. and 4.00 p.m.
- Urgent phone messages for students will always be relayed to the relevant student; however non urgent messages will be relayed through teacher pigeon holes.
- In the event that students have a mobile phone in their possession they will be referred to the administration team who will place the phone in security for the remainder of the day.

Varsity restates its position that school is a place for learning and that communication between parents and students of an urgent nature will be facilitated through the school office staff.

## Expectations of Varsity College Students Secondary Campus

Students are permitted to bring mobile phones and electronic devices to school provided that:

- Students display courtesy, consideration and respect for others whenever they are using a mobile phone or other electronic device and that students wishing to use these devices in special circumstances should negotiate arrangements with the relevant staff.
- That students only use mobile phones or electronic equipment (including those with Bluetooth functionality) before or after school, or during recess and lunch breaks, where these devices are not being used in a teacher directed activity to enhance learning.
- The phones are **switched off** and out of sight during class time and are not used in this time to send or receive calls or SMS messages. Class time also includes moving between venues, in practical lessons and during assemblies, etc.
- In phone cameras are not used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- Students take responsibility that phones are stored in a safe or secure place.
- Students do not use the phones to contact outside person(s) to invite them onto the school grounds unless prior approval has been granted by the administration.
- Students do not contact parents regarding a disciplinary incident (e.g. sent from the room, given a detention) before the student has discussed the issue with a member of the administration and received permission to contact parents.
- Students are not permitted to use the phone to contact parents/guardians due to illness. The student should go to sick bay and request that the school contact parents or guardians to discuss appropriate action.
- Students do not use the phone to contact parents/guardians for issues that affect the running of the school (e.g. arranging to be picked up early) unless approval to do so has been granted by the administration.

- It is **not appropriate to record audio, film or photographic images** without the expressed permission of the subject and teaching staff. This constitutes an invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material will result in **disciplinary action** and contravenes the [Invasion of Privacy Act 1971 \(Qld\)](#)
- The **publication or distribution** of audio, film or photographic images over a mobile or wireless network is a serious breach of the Responsible Behaviour Plan and will result in disciplinary action
- The sending of messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or stalking, and will be subject to disciplinary action and potentially police investigation.
- Mobile phone or electronic devices (including those with Bluetooth functionality) may not be taken into or used by students at exams or during class assessment unless expressly permitted by school staff.
- Mobile phones and other electronic devices (including Ipods, Ipad or tablets) are brought to school at their owners' risk. The school will accept no liability in the event of loss, theft or damage of any device.

## Consequences for Inappropriate Use

Consequences for students not adhering to the College *Mobile Phone and Electronic Device Policy* can include contact home to parents, prevention from participating in school activities, or detention.

Initially, students will be immediately asked to hand in the item to student services. The item will be retained in student services for collection by the student at the end of the day.

Any further offences will mean the item will be confiscated and parents will be required to collect the item from student services. All unclaimed items will be disposed of, or donated to charity, by week 4 of the following term.

If a student does not comply with the college *Mobile Phone and Electronic Device Policy*, the college's Executive Principal, or delegated officer, may impose one of the following sanctions:

- 1) Detention of the student for a period mentioned in section 283(3) of The Act;
- 2) Prevent the student from attending or participating in any activity for which the student would have been representing Varsity College;
- 3) Prevent the student from attending or participating in, any college activity that, in the reasonable opinion of the college Executive Principal or delegate, is not part of the essential educational program of the school.
- 4) Confiscation and/or withdrawing the right to bring a phone or other electronic device to school
- 5) An internal suspension
- 6) An external suspension
- 7) Exclusion.