

Student Use of Mobile Phones

Mobile Phones

Mobile phones can create a range of hazards and other issues when brought to school because:

- they are valuable items that can easily be lost, stolen or damaged in the Presbyterian & Methodist Schools Association environment
- using devices inappropriately to bully, intimidate or harass people can have serious consequences including police involvement
- their usage in school disrupts learning for the user and for fellow students.

Clayfield College's Policy

Clayfield College acknowledges parents/carers 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 school must be in accordance with the Clayfield College Mobile Phone Policy

It is our policy that:

- students must sign and return the Student Technology Guidelines and Agreements which sets out guidelines for use of:
 - Clayfield College iPads and other computer systems
 - Bring Your Own Technology (BYOT) which includes iPads or laptops, that are brought onto the Clayfield College property and or to Clayfield College activities
 - Other digital technologies such as mobile phones, smart watches and tablets.

Students and their parents or carers are required to sign this agreement every year to indicate they have acknowledged and will follow the guidelines.

before they are permitted to bring their mobile devices to school

- mobile phones are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft or damage of the device
- mobile phones must only be used by students before or after school, and NOT during the school day
- staff should be alerted, and exceptions requested if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues)
- mobile phones must not be used inappropriately. Refer to our [Bullying Prevention and Intervention](#), [Cyber Safety](#) and [Information and Communication Technology](#) policies

- students should never photograph or record any person without their express permission
- reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file
- parents/carers are to be informed that in cases of emergency, Clayfield College Reception remains an appropriate point of contact to reach their child quickly.
- Parents are not to contact their child on any school device, including their mobile phone

Primary Students

All Primary aged students are encouraged NOT to bring a mobile phone to school; however, if a phone is required it must be handed to the College Reception by 8:30am and can be collected at 3:10pm. Smart watches are not permitted in the Primary School.

Years 7-9

All students in Years 7-9 must hand their mobile phones to the College Reception by 8:30am daily. All phones will be stored securely; however, the College takes no responsibility in the instance of damages or theft and students bring their devices at their own risk. Phones may be collected when students leave the Campus.

Years 10-12

All students in Years 10-12 who bring their phone on the Campus, must keep it in their locker. It is to be turned off and are not allowed to be accessed through the day.

Staff Responsibilities

All staff must:

- model appropriate behaviour at all times
- ensure all students are provided with the

Student Technology Guidelines and Agreements which sets out guidelines for use of:

- Clayfield College iPads and other computer systems
- Bring Your Own Technology (BYOT) which includes iPads or laptops, that are brought onto the Clayfield College property and or to Clayfield College activities
- Other digital technologies such as mobile phones, smart watches and tablets.

Students and their parents or carers are required to sign this agreement every year to indicate they have acknowledged and will follow the guidelines; that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices

- be vigilant in monitoring students when using mobile phones

- deal with all reported and observed incidents of inappropriate use of mobile phones in accordance with this Policy
- ensure that any incident of inappropriate use of mobile phones that they observe or is reported to them, is recorded appropriately.

Implementation

This Policy is implemented through a combination of:

- staff education
- effective student supervision
- effective incident notification and management procedures
- effective communication procedures
- effective record keeping procedures
- initiation of corrective actions where necessary

Breach

A breach of this Policy and its Procedures will be dealt with according to our Student Discipline Policy and Procedures and, where necessary, our [Confiscation of Student Property Policy](#).

Policy Reviewed: 1/6/2024

