

# PERSONAL MOBILE DEVICES

## RATIONALE

The use of mobile phones in class is disruptive to the learning environment and the smooth running of the school. This policy is designed to provide an effective learning environment for all people

## PURPOSE

To explain to our school community, Fountain Gate Secondary College policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

## SCOPE

This policy applies to:

1. All students at Fountain Gate Secondary College and,
2. All personal mobile devices that have not been approved by the Principal Team and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

## DEFINITIONS

**Personal mobile devices** are portable computing and communication devices such as smartphones and tablets.

## POLICY

Fountain Gate Secondary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During school hours, from 8:45am-3:01pm, personal mobile devices must be switched off, and locked securely in the student's locker;
- During before or after school events such as detention, assessments, clubs and other special events;
- During excursions and incursions (if required).

### Personal mobile device use

Personal mobile devices must not be used:

- during class, recess or lunchtime, assemblies or in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community
- during exams and assessments.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the Front Office or Sub Schools. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

### Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact a member of the Principal Team.

## Insurance

Students are responsible for their personal mobile device. Please note that Fountain Gate Secondary School does not have accident insurance for accidental property damage and/or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

## Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Fountain Gate Secondary College will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile devices.

## REVIEW PERIOD

This policy was last updated on [insert date] and is scheduled for review on [month/year].

### Appendix 1: Fountain Gate Secondary College - Mobile Phone Policy

No Mobile Phones in Class	Consequences	Staff Action
<p>If phone is used (seen or heard)</p> <p>Class time refers to regular school lessons, meetings, assemblies, or similar organised activities.</p> <p>Mobile phones may only be used during extra-curricular activities, excursions or camps when special permission is granted by the teacher in charge.</p> <p>If mobile phones are used in a way that breaches either the bullying or privacy policies, refer to those policies for direction.</p> <p>In order to reinforce this behaviour, staff are also expected to comply with the same guidelines regarding their phone use. There will be a complaint process for students if this policy is not adhered to. A complaint form may be filled out by a student and will be dealt with by a member of the Principal Class.</p>	<p><u>1st Offence:</u> Phone is confiscated until the end of the day. Student can collect phone from the front office.</p> <p><u>2nd Offence:</u> Phone is confiscated until end of day. Parent (or person nominated by parent – excluding the student) is contacted by the College and asked to collect the phone from the front office.</p> <p><u>3rd and Future Offences:</u> Same as 2<sup>nd</sup> Offence.</p> <p><u>Student refuses to hand phone over to any staff member:</u> Sub-school or Principal Class are contacted and then Phone is confiscated until end of day. Parents are contacted by the College.</p> <p><u>Student refuses to hand phone over to Sub-school or Principal Class:</u> Parents are contacted to pick up their child from school immediately.</p> <p>Further consequences (i.e. suspension) will apply to students not following a teachers directions.</p>	<p>Teacher takes phone to the office at the end of the lesson or as soon as possible.</p> <p>Phone is placed in a sealed envelope with students name and home group clearly written on it.</p> <p>Staff will record a phone confiscation in Compass.</p> <p>College staff to contact parent/guardians.</p>

**Endeavour - Honesty - Respect - Responsibility**