



## **Mobile Phone Policy**

### **1. Introduction**

Due to the advancement of technology and the community acceptance of mobile technology, guidelines need to be put in place to prevent the misuse of this technology during school hours. The College recognizes that mobile phones may be required before or after school times by students.

### **2. Guidelines for Students**

Students may bring mobile phones to school but they should be handed in to the office for safe keeping until the end of the day. A student may choose to keep their mobile phone in their bag, but this is not the preference of the College and the safety of the phone becomes the responsibility of the student.

Students who are using mobile phones during the day will have them taken from them and placed in the office to be collected at the end of the school day.

Students will be given one warning if they are found to be using their phones during school. If the student uses the phone again without permission, a meeting will be held with the parent/s of that student to explain the College policy in this area.

### **3. Guidelines for Staff**

Staff are to use their discretion when using mobile phones. The College requires that phones are turned off or on silent during teaching times and that voicemail and text messages are retrieved during breaks.

The College recognizes that there are times when important calls need to be taken due to extenuating circumstances and in these cases mobile phones may be left on with permission of the Principal.