TENISON WOODS COLLEGE

MOBILE PHONE POLICY

<table>
<thead>
<tr>
<th>MOBILE PHONE POLICY approved by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNED (Principal or Delegate)</td>
<td>1/4/16</td>
</tr>
<tr>
<td>SIGNED (Board Chair)</td>
<td>01-04-2016</td>
</tr>
<tr>
<td>SIGNED (Responsible Leadership Member)</td>
<td>4/4/16</td>
</tr>
<tr>
<td>POLICY TO BE REVIEWED BY (person/role):</td>
<td></td>
</tr>
<tr>
<td>ICT Committee</td>
<td>2017</td>
</tr>
<tr>
<td>Review Date:</td>
<td></td>
</tr>
</tbody>
</table>
MOBILE PHONE POLICY

Rationale
This policy aims to assist students understand and become aware of the principles and procedures and their responsibilities and obligations in relation to Mobile Phone use at Tenison Woods College.

Introduction
Mobile phones have become an important and invaluable part of our modern lifestyle. The school understands there are times when possession of a mobile phone can provide a sense of safety and security while travelling to and from school. However the device may only be used during school time at a teacher’s discretion.

If a parent / guardian needs to contact a student or a student needs to contact a parent during the school day, please contact the Front Office on 8725 5455.

These messages will be given to the relevant students at the next convenient break in the school day. In the case of emergencies, messages will be given to students immediately.

Mobile phones and electronic devices used without the consent and academic direction of the teacher will be confiscated and sent to the relevant head of school. They will be returned to the student the following day and a record of the confiscation will be kept.

If a phone is confiscated on a second occasion, parents will be asked to come to school to discuss the on-going need for their child to have a mobile phone at school.

If necessary, students may leave their mobile phone in the Front Office for safe keeping.

Unacceptable Use of Mobile Phones
Using mobile phones in an inappropriate manner is unacceptable and will not be tolerated. Inappropriate uses of these devices include but are not limited to:

- Using at a time that will disrupt the learning environment or interfere with the operation of the school;
- Making calls or sending messages with the intent to bully, harass or threaten another person;
- Taking photographs without the consent of other people;
- Using obscene, derogatory or socially unacceptable language while using a device; and
- Using mobile phones and/or devices to receive downloads and display inappropriate photographs or other material.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

The school will not accept any responsibility for the damage or loss of students’ mobile phones or any other ICT equipment whilst on school premises.

Respectful and appropriate use of all ICT’s is expected of every student to ensure the safety of our students and to minimise disruptions to the operations of our school.

In order for any student to bring a mobile phone onto school grounds they must have read and clearly understood the policy as well as co-signing the Mobile Phone Policy Agreement Form with their parent.
MOBILE PHONE POLICY
AGREEMENT FORM

Parental Agreement
I have read the Mobile Phone Policy and agree to the following:

- I give permission for my child to carry a mobile phone to school.
- I have read the Tenison Woods College Mobile Phone Policy about appropriate use of mobile phones and discussed the guidelines and procedures with my child.
- I agree to support school policy with regards to mobile phone and digital device use and agree to support school decisions and actions regarding these items.
- I understand that this form will be kept on file and details may be used to assist in identifying a phone should the need arise.

Name: _____________________________________________  Signature: _______________________________________

Student Agreement
I have read the Mobile Phone Policy and agree to the following:

- When bringing my mobile phone to school I will switch it off as soon as I enter the school grounds and keep it in my bag throughout the school day.
- I understand and will abide by all the guidelines for acceptable use of mobile phones at Tenison Woods College.
- I understand the behaviours that constitute unacceptable use of mobile phones and will not engage in these behaviours at any time. I acknowledge that if I break the terms of this agreement my phone will be confiscated, my parents will be contacted and I may be banned from bringing my phone onto school grounds.

Name: _____________________________________________  Signature: _______________________________________
