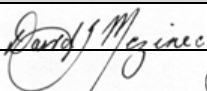



TENISON WOODS COLLEGE

MOBILE COMMUNICATION DEVICE POLICY

MOBILE COMMUNICATION DEVICE POLICY approved by:			
SIGNED (Principal or Delegate)		Date:	16.12.2022
SIGNED (Responsible Leadership Member)		Date:	16.12.2022
POLICY TO BE REVIEWED BY (person/role):	ICT Committee	Review Date:	2024

MOBILE COMMUNICATION DEVICE 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 the use of Mobile Communication Devices at Tenison Woods College. This includes but is not limited to mobile phones.

Introduction

Mobile communication devices have become an important and invaluable part of our modern lifestyle. As a society we are growing in our understanding of how technology can be used in different contexts, with varying purposes and with respect for as well as presence to others. These are all capabilities that are highly valued in life beyond school and in the world of work.

The school understands there are times when possession of these devices 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.

Mobile phones and electronic devices used without the consent and academic direction of the teacher will be confiscated and sent to the relevant Administration area. They will be returned to the student at the end of the day and a record of the confiscation will be kept. Students will be required to log their device into the Administration area the following day.

If a device is confiscated on a second occasion, the device is handed in to the office each morning at the start of the day and collected at the end of the day for a week. On a third occasion, this procedure is repeated for the duration of a term, with commensurate parent communication occurring.

If a parent / guardian needs to contact a student during the school day, please contact the Front Office on 87255455 or PRC Office on 87244650. 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.

If a student needs to contact their parent or caregiver they are required to notify the relevant administration area first.

Students are required to turn off all notifications and keep the phone on silent and out of sight while at school. In the Middle/Senior School students are asked to place their phone in their locker, unless required as part of the intentional learning program as discerned by the respective teacher.

Listening to music in class on personal devices is not an EY-12 school endorsed activity unless it forms part of the teacher's intentional learning program or a student's Individual Learning Plan.

Year 12 students may utilise their personal communication devices in the PRC Common Room during study periods to listen to music as an accompaniment to study. This would not occur at other times.

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

Acceptance of this policy via Edsmart, will enable students to use Mobile Communication Devices as per the above.

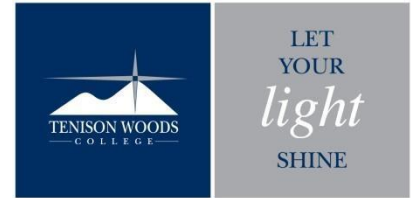
Unacceptable Use of Communication Devices

Using devices 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 communication device to menace, harass or offend another person or to display or distribute inappropriate photographs. 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.

MOBILE COMMUNICATION DEVICE POLICY AGREEMENT FORM



In order for any student to bring a communication device onto school grounds they must have read and clearly understood the policy.

Acceptance of this Policy via Edsmart is agreeing to the below and will enable students to use Mobile Communication devices in line with this Policy.

Student Agreement

As a student of Tenison Woods College, I have read the Mobile Communication Device Policy and I agree:

- to use my mobile communication device in a responsible manner for learning when teacher permission is given.
- When bringing my mobile phone or similar device to school I will switch it off as soon as I enter the school grounds and keep it out of sight. As a Middle/Senior School student I will keep my phone in my locker or lodge it with the Front Office, unless required as part of the intentional learning program as discerned by my teachers.
- I understand and will abide by all the guidelines for acceptable use of mobile phones and similar devices at Tenison Woods College.
- I understand the behaviours that constitute unacceptable use of mobile phones and other communication devices 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.

I have read and understood my responsibilities and agree to abide by this Policy. I know that if I breach this User Agreement there may be serious consequences.

Parental Agreement

I have read the Mobile Communication Device Policy and agree to the following:

- I give permission for my child to carry a mobile phone or similar device to school.
- I have read the Tenison Woods College Mobile Communication Device Policy about appropriate use of mobile phones and similar devices 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

I have read and understood the Policy and am aware of the College's initiatives to maintain a safe learning environment, including my child's responsibilities.