



### **Why have a policy about mobile phones?**

The purpose of this policy is to outline the acceptable use of mobile phones for students while attending Hope Christian College (HCC). The use of mobile phones in this policy includes any function that requires the phone to be switched on. The College aims to prevent certain forms of cyberbullying and harassment, and to provide a safe learning environment for our students and staff.

It is the default position of the College that students do not bring mobile phones to the College during school hours. However, it is understood that this may sometimes be necessary, such as in emergency circumstances, therefore, students are allowed to bring them to the College, provided they adhere to the conditions outlined in this Policy.

Please note that a mobile phone brought to the College by a student **is done so at their own risk**, and the College accepts no responsibility for loss or damage to a student's phone.

### **How to acceptably use a mobile phone at College**

1. The phone must be **switched off** at all times and **out of sight** when a student is present at College during a school day, while on College grounds or involved in a College activity off-site.
2. Students are not permitted to use phones for anything that requires it to be switched on.
3. Student Services has phone facilities for student use during the school day. However, if a student must use their phone for an emergency, they must gain permission from staff on each occasion.
4. If teachers permit a student to use their mobile phone for educational purposes, it requires direct supervision of the staff member in a class or learning situation. This should not involve images (moving or still) of any member of the College community, however if there is a legitimate reason to have a person in the image, permission must be sought prior to the image being generated. Neither should this image be shared without the permission of the parents of the student, or the permission of the adult Community member in the image. See the College's *Recording & Image Use Policy* for more details.
5. The use of a mobile phone for any reason in toilets, bathrooms, changerooms (or the like) is strictly prohibited at all times.
6. It is expected at all times that parents will uphold, by their actions and in their attitudes, the policy regarding mobile phone used at the College.



### Storage of mobile phones

Ideally, students should store their phone at Student Services, but it may be kept in their bag, locker or on their person, however it is not to be visible or displayed except when permission is given by staff. The College will not accept any responsibility for the loss, damage or unauthorised use of a student’s mobile phone while it is at the College. If there are repeated counts of theft or abuse of mobile phones amongst students, then allowances in this policy will be rescinded.

### Consequences of unacceptable use of a mobile phone

If conditions outlined in this policy are breached, the phone will be confiscated and kept at Student Services and can be collected at the end of the College day. Parents will be informed of any breach of this policy. Disciplinary action will be taken for repeated incidences, and include but are not limited to, after-hours detention, parental involvement and the daily surrender of the device for an agreed period in accordance with the College’s *Behaviour Management Policy*.

For example, an escalation of disciplinary consequences may include:

Phone Policy breach	College Discipline
First offence	<ul style="list-style-type: none"> <li>• confiscation of phone</li> <li>• parents informed of action taken</li> <li>• recorded on student’s file on SEQTA</li> <li>• lunchtime Focus Room Imposition</li> </ul>
Second	<ul style="list-style-type: none"> <li>• confiscation</li> <li>• parents informed</li> <li>• recorded on SEQTA</li> <li>• After-hours Detention issued</li> </ul>
Third	<ul style="list-style-type: none"> <li>• confiscation</li> <li>• parents informed</li> <li>• recorded on SEQTA</li> <li>• After-hours Detention issued</li> <li>• parents required to collect the phone at their convenience</li> </ul>
Fourth	<ul style="list-style-type: none"> <li>• <i>as for third offence</i></li> <li>• student must hand in their phone to Student Services each day at the start of the day for an agreed period</li> </ul>
Subsequent	<ul style="list-style-type: none"> <li>• additional discipline in line with the <i>HCC Behaviour Management Policy</i></li> </ul>

The student’s misuse of their mobile phone, or any other portable digital device, to harass, use photographs in a demeaning way, upload or share material of an inappropriate or indecent nature



will result in serious disciplinary action being taken by the College leadership including potential action outside of the College (e.g. legal action and police involvement).

### **Parent conduct for contacting their children**

Parents are requested to not contact their child directly via the use of their mobile phone during College hours. If there is situation that requires urgent contact with the student, parents should contact the College Office and Student Services staff will then locate and deliver the message to their child. If necessary, a parent may text information to their child in a way that does not put any expectation on them to reply or receive it until they may switch their phone back on, **which is after their College day ends, and they have exited the College gates**. Any parent contact with students via the use of the mobile phone during College hours risks putting students in a compromising situation, and may subject them to disciplinary action, so a parent's first option should be to contact the College Office and leave a message.

Further information can be obtained by contacting the College on 8287 1111, or by email to [principal@hopecc.sa.edu.au](mailto:principal@hopecc.sa.edu.au).