**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. The use of mobile phones in this Policy includes any function that requires the phone to be switched on, and also the connectivity options on SmartWatches. 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 preference of the College that students do not bring mobile phones to school. If students bring mobile phones to the College, they must adhere to the terms of 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. At school, the phone must be stored according to the procedures in this Policy.

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

1. The phone must be **switched off** at all times and **stowed away** (i.e. in a students locker or given to the Homegroup or Classroom teacher) when a student is present at College during a school day, while on College grounds or involved in a College activity.
2. The Health Centre has phone facilities for student use during the school day. However, if a student must use their phone for a reason such as a genuine medical reason, they must gain permission from staff on each occasion.
3. The College has appropriate devices that will be allocated to students if they are required for education activities. The use of any images or video taken on these devices must be used in line with the College’s *Recording and Image Use Policy*.
4. The use of a mobile phone for any reason in toilets, bathrooms, changerooms, or similar, is prohibited at all times.
5. It is expected at all times that parents will uphold, by their actions and in their attitudes, the Policy regarding mobile phone use at the College.

**Storage of mobile phones**

Ideally, students should store their phone at home. However, switched off phones may be kept in their bag while carried on to the College site, or their locker during the day, or given to their Homegroup of Classroom teacher at the beginning of the day. Phones are not to be visible and should also be out of site while stored in a student’s locker, that is locked. 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.

**Consequences of unacceptable use of a mobile phone**

If conditions outlined in this Policy are breached, the phone will be confiscated and kept by the appropriate Year Level Coordinator 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 discipinary consequences may include:

|  |  |
| --- | --- |
| **Policy Breach** | **College Discipline** |
| **First offence** | * confiscation of phone with warning of escalation of consequences * parents informed of action taken * recorded on student’s file on SEQTA * lunch-time Refocus Room x 2 |
| **Second** | * confiscation of phone with warning of escalation of consequences * parents informed * recorded on SEQTA * After-school Detention issued |
| **Third** | * as for second breach * student must hand in their phone to Coordinators each day at the start of the day for an agreed period |
| **Subsequent** | * additional discipline in line with the *HCC Behaviour Management Procedure* |

The student’s misuse of their mobile phone, or any other portable digital device, to harass, use photographs or videos 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 Health Centre 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 [admin@hopecc.sa.edu.au](mailto:admin@hopecc.sa.edu.au).