



CRICOS Provider #01855M

MOBILE PHONE/IPOD POLICY

Mobile Phones

Kingsway Christian College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.

Responsibility

- 1.1 It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document.
- 1.2 The decision to provide a mobile phone to their children should be made by parents or guardians.
- 1.3 Parents should be aware if their child takes a mobile phone onto College premises.
- 1.4 Permission to have a mobile phone at school/while under the College's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

Acceptable Uses

- 2.1 Mobile phones should be switched off during classroom lessons. Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the appropriate Head of Students. Parents are reminded that in cases of emergency, the College office remains a vital and essential point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.
- 2.2 While on College premises, students should use soundless features to receive important calls concerning their travel to and from school.

Unacceptable Uses

- 3.1 Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during the school day.

- 3.2 Students with mobile phones may not engage in sending group SMS messages.
- 3.3 Mobile phones should not disrupt classroom lessons by ringing or beeping.
- 3.4 Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary action as sanctioned by the Principal.

Theft or damage

- 4.1 Students are required to mark all their mobile phones clearly with their names.
- 4.2 Students who bring a mobile phone onto College premises should leave it locked away in their locker/bag as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- 4.3 Mobile phones which are found in the College and whose owner cannot be located should be handed to Administration.
- 4.4 The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 4.5 The College accepts no responsibility for students who lose their mobile phone or have it stolen while travelling to and from school.
- 4.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Inappropriate conduct

- 5.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal.
- 5.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Principal.*
- 5.3 Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Principal.*

* It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the College may consider it appropriate to involve the police.

Disciplinary Action

- 5.1 If a student is found to be using their mobile phone during the school day, the phone will be confiscated and passed to the relevant Head of Students. The phone can be

collected at the end of the day, on the way home. A note will be made on the Discipline System that an infringement has occurred.

- 5.2 If a second infringement occurs, the phone will be confiscated and parents will be asked to pick up from the School Administration.
- 5.3 If a third infringement occurs, a one day suspension from school will be given.
- 5.4 The next offence will result in standard discipline escalation as outlined in the summary of the Behaviour Management Policy in the School Diary.

iPods

iPods are banned from school use. Any student found using any iPod will have it confiscated and parents will need to pick the iPod up from Administration. It will not be returned to the student.

Disciplinary Action

If an iPod is being used during the school day, it will be confiscated:

- 6.1 This will be considered as a warning at the first level.
- 6.2 If the offence occurs three times, then a one day suspension will be given.
- 6.3 The next offence will result in standard discipline escalation as outlined in the Behaviour Management Policy Summary in the School Diary.



Mobile Phone Parent/Guardian Permission Form

I have read and understand the above information about appropriate use of mobile phones at Kingsway Christian College and I understand that this form will be kept on file at the College and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under College supervision, as outlined in this document.

Parent name (print) _____

Parent signature _____

Date _____

Student name (print) _____

Mobile phone number

Student signature _____

Date _____

Teacher name (print) _____

Teacher signature _____

Date _____

Parent/Guardian name (print) _____

Parent/Guardian signature _____

Date _____

Please return this form to Central Administration if you give permission for your child to bring a mobile phone to school.