



Process

Mobile Phones

- Students are **NOT** to access their mobile phone as soon as they enter the College grounds in the morning and again not until they leave the College grounds in the afternoon.
- Mobile phones are not permitted to be carried on your person around the College. Mobile phones are to be secured in a locker with a padlock **as soon as the student arrives at school**. Students found with a mobile phone on their person will be issued with a level.
- Students who do not have a padlock on their locker are to hand in their mobile phone at the Secondary Office for safe keeping during the day. Students can collect their phone at the end of the day.
- Students who do not need to have a phone at school are encouraged to leave it at home.
- Students found accessing their mobile phone during the day, without teacher permission, will be given a **level**.
- Students found accessing their mobile phone during school hours will have their phone confiscated immediately by the staff member who observes them. The confiscated phone will be kept in the Secondary Office. The phone will be returned to the student at the end of the College day.
- Students are **not permitted** to use their mobile phone's camera to take photos, regardless whether it is for educational purposes. Photos should be taken using an i-Pad/Chromebook or the Secondary camera and only with the knowledge and permission of those being filmed.
- Mobile phones are **banned** in spaces such as but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a **level and a one day in-school suspension**.
- Students found using their mobile phone to contact a parent/guardian will be issued with a **level**. Parents wishing to contact their child during College hours are required to make contact through Student Services or the Secondary Office.
- Music is **not** to be played through mobile phones in any classes.
- **Smart watches** are not permitted at school. A Fitness tracker that does not have phone or notification capabilities is allowed.
- Students identified by the IT Department accessing a Hotspot/VPN will be in breach of the school's responsible use of IT policy and any student found to have active WIFI Hotspots/VPN on their phone will be given **a level and one-day in-school suspension**.
- Mobile phones that are brought to and kept at school is entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of a mobile phone. Students and parents should recognise, however, that mobile phones can be the target for theft and, accordingly, mobile phones should always be stored in a locker secured by a padlock.

- ➔ Exemptions to this ban will be granted to those students who require their mobile phone to monitor a medical condition. In such cases the student will be given a 'Medical Alert' card which can be shown to a teacher if the student is found accessing a mobile phone.

Earphones

- ➔ Earphone/headphone use in the classroom for learning activities is at the discretion of the teacher. Earphones must be the wired earplug type.
- ➔ Students are not permitted to walk around the College during break times, including between classes, with earphones/headphones in their ears. If a student is found to have earphones/headphones in their ears during a break time, then a level will be issued.
- ➔ **Wireless ear buds are not permitted at school.**
- ➔ If a student is found to be using Bluetooth headphones inappropriately then a level will be issued.
- ➔ Earphones/headphones that are brought to and kept at school and used, are entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of earphones. Students and parents should recognise, however, that earphones/headphones can be the target for theft and, accordingly, they should always be stored in a locker secured by a padlock or kept on you.