



## 4.1.9 Social Media Mobile Phones Policy (Secondary)

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### Rationale

South Coast Baptist College recognises that there are times when it is appropriate for students to have access to a mobile phone – for example, to contact parents in an emergency, to confirm or change a parent collection time for an after-school activity. It is not necessary, nor acceptable, for mobile phones to be switched on or used during school hours for the following reasons:

- They are addictive and distract students away from learning.
- Students should feel safe at school without the added worry of checking social media at school to ensure that a peer isn't posting inappropriate or harassing messages or photos.
- Students will use their mobile phone to bypass the school's firewall to access sites that are otherwise restricted.

### Aim

- To provide a safe environment for all students.
- To recognise the importance of students being able to contact parents/guardians after school (students are to go to the Secondary Office where they will be supervised whilst using their mobile phone to contact a parent/guardian), especially when many students travel to school and home by themselves.
- To maximise learning and avoid the inappropriate use of mobile phones.

### 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 in 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 or video footage, regardless whether it is for educational purposes. Photos should be taken using an iPad/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/Headphones

- Earphone use in the classroom for learning activities is at the discretion of the teacher. Earphones must be the wired earplug type or over the head earphones. The use of **wireless earphones is not permitted at the College** due to the inability to properly monitor their use plus they can be a target for theft and students caught with them on College premises will have them immediately confiscated and they will be kept in the Secondary Office for the remainder of the day, and **a level will be issued**. The College does not take any responsibility for the loss or damage to wireless earphones that have been taken from a student and stored in the Secondary Office. The wireless earphones will be returned to the student at the end of the College day.
- Students are **not permitted** to walk around the College during break times, **including between classes**, with earphones (wired) in their ears. If a student is found to have wired earphones in their ears during a break time, then **a step will be issued**. Teachers should email the relevant Head of Year outlining the details of the inappropriate use by the student. The Head of Year will issue the level and record the details on SEQTA and email the student's parents/guardians.
- The College does not take any responsibility for the loss or damage to earphones/headphones that have been taken from a student and stored in the Secondary Office.
- If a student is found to be using wired earphones/headphones inappropriately then a level will be issued. Teachers should email the relevant Head of Year outlining the

details of the inappropriate use by the student. The Head of Year will issue the level and record the details on SEQTA and email the student's parents/guardians.

- Wired 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 wired earphones/headphones. Students and parents should recognise, however, that wired earphones/headphones may be the target for theft and, accordingly, they should always be stored in a locker secured by a padlock.

## Level Template

### Inappropriate Mobile Phone Use (Years 7 – 11)

Dear [Parent/Guardian Name]

[Student Name] has made an unauthorised use of **his/her** mobile phone today, during [Subject/Class]. A level will be issued for this infringement.

Students are not permitted to use their mobile phones during school time and are not allowed to carry them on their person. Mobile phones and other valuables should be switched off and placed in the student's locker as soon as they enter the College grounds in the morning and not used again until they exit the College grounds in the afternoon. This information is included in the student diary.

Students are being frequently reminded of their responsibilities regarding mobile phone use through the following permanent SEQTA Notice:

It has come to our attention that students are using their mobile phones to create hotspots which is slowing down our school internet and making our IT environment unsafe.

To give you the opportunity to stop this practice before consequences are given you are reminded of the following:

- 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 in 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.

Could you please speak to **[Student Name]** about this issue?

Please do not hesitate to contact me if you have any further questions.

Kind regards,

Alexander King  
Deputy Head of Secondary – Wellbeing

## SEQTA Notice (Years 7 – 11)

It has come to our attention that students are using their mobile phones to create hotspots which is slowing down our school internet and making our IT environment unsafe. Other students have been using VPN Apps on their iPads to bypass the school's firewall also making our IT environment unsafe.

To give you the opportunity to stop this practice before consequences are given you are reminded of the following:

- 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 in 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.
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I have asked all staff to start issuing consequences consistently without exceptions for anyone not abiding by these IT and phone related rules. Your help in keeping our school environment safe by following these rules would be appreciated.

Policy Reviewed: 01/04/2022

Next Review date: Term 1, 2024