

## MOBILE PHONE AND ELECTRONIC DEVICE GUIDELINES

The College recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone. Mobile phones may be used at recess or lunchtime, however must be switched off and put away at the end of breaks and /or before entering a Learning Area. No calls or text messages are to be made or taken during class time. During class time mobile phones should be switched off and are **only to be used in classrooms for educational purposes, under the instruction of a teacher.**

Any student, who is feeling unwell at school and needs to go home, must arrange this through the College front office. Under **No** circumstance may students use a mobile phone to contact home and make arrangements to leave the College, this would be considered a breach of College guidelines.

Mobile phones should be used in accordance with the school Online Services Policy. Inappropriate or unauthorised use of electronic devices may result in the item being confiscated. The following protocol will be followed depending on the scale of the misuse.

- 1st offence – warning from classroom teacher
- 2nd offence – confiscated and sent to the front office to be collected from the Associate Principal at the end of the school day
- 3<sup>rd</sup> offence – confiscated and sent to the front office and parents may be required to collect the item.

Ongoing or serious issues with breach of the mobile phone and electronic devices guidelines may result in suspension or other restrictions as appropriate.

Students are solely responsible for the security of their electronic devices. **The College will NOT accept any liability for the loss or theft of an electronic device.**