

MOBILE PHONE POLICY

There is a range of technology available today including mobile telephones, digital cameras, portable MP3 players/iPods, personal digital assistants, smart watches and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

Canterbury Girls High School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

Where students bring a mobile telephone, iPad, MP3 player/iPod, camera and similar devices to school, the student must accept the following responsibilities:

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students will use their mobile phone in a way which reflects the core values being taught in schools, including the values of respect, responsibility, care and fairness.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension and the police.
- Students must not take out their mobile phone, iPod or head phones in class time under any circumstances unless requested to do so by the classroom teacher.
- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all classes.

Improper use of mobile telephones or other electronic devices:

- If a staff member has good reason to suspect that a student has been using a mobile phone during the school day, the staff member has the right to take the phone from the student.
- The mobile phone will be given to the Deputy Principal and kept until 3.10pm.
- A record will be kept of the students from which mobile phones have been confiscated. Collection of the phone will be according to the following criteria:
 - **First offence**
The phone may be collected by the student from the Deputy Principal at the end of the school day.
 - **Second offence**
The phone may be collected from the Deputy Principal at the end of the day by a parent/carer of the student.

- **Third offence**

The phone may be collected at the end of the school day by a parent/carer of the student. The student's 'Mobile Phone Pass' will be cancelled and the student will not be permitted to bring the phone to school.

Emergency Contact

Students should not call home to be collected when sick; students must report to Office A

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school's main office.

Mobile Phones and Examination Rules

The NESA is the body that controls all secondary school external examinations. BOSTES examination rules have been applied to Canterbury Girls High School, a section quoted below:

*"If you do not follow the rules outlined below, or if you cheat in the tests in any way, you will be reported to the Deputy Principal and may be removed from the test room. **Penalties for such actions may involve cancellation of the particular test result or of all your examinations. You must not take a mobile phone or any other electronic device into the test room.**"*