



## Cardiff High School

### Mobile Phone Policy

#### **Rationale**

Cardiff High School understands that mobile phones are an important part of many young people's daily lives and parents may require their children to have a phone for a variety of reasons including safety and ease of contact. When used appropriately in the school environment, mobile phones can be a useful learning tool. However, mobile phones have the potential to cause significant disruption to learning, safety and the efficient operation of the school. This policy outlines how mobile phones are to be used appropriately whilst at school.

This policy refers to mobile phones, however, the term also incorporates the use of other electronic devices including, but not limited to, iPods, digital cameras and electronic games.

#### **Mobile Phones in the Classroom**

Students are required to have their phones switched off and placed in their bags during lessons. Where a student has to leave their bag outside of the classroom, such as Science or Food Technology lessons, they may keep the phone in their pocket. They are not permitted to have a mobile phone out in any class unless directed by a teacher as part of an educational activity. The use of a mobile phone will not be used as a reward for good student behaviour.

#### **Mobile Phone use between classes**

Students are not to use their phone in any way whilst moving from class to class.

#### **Mobile phones in examinations**

Students are not permitted to have a mobile phone with them during an examination. It is also a breach of Board of Studies rules to bring a phone into an HSC Examination.

#### **Inappropriate use of a phone**

Any use of a mobile phone during class time, without teacher permission, is inappropriate. Examples of inappropriate phone use during class time include the:

- phone ringing or vibrating
- checking of time
- answering or making of calls
- sending of a SMS or text message
- playing of games, video, media or music
- access of the internet, including social media
- audio recording, videoing or photographing of the teacher or students in the class

#### **Action if Mobile Phones are used inappropriately**

If a teacher deems that a phone has been used inappropriately they may:

- Ask the student to put the phone in their pocket or bag
- Give the student a detention

- Confiscate the phone

If the phone is used inappropriately during an examination, the phone will be confiscated immediately and loss of marks may occur for the task.

If the phone is suspected to contain illegal content, it will be secured immediately for collection by the police.

### **Confiscation of Mobile Phones**

If a teacher decides to confiscate a student's phone the following procedure will occur:

1. The teacher will request that the student hand them their mobile phone. If a student refuses to hand over their phone, the teacher will follow school disciplinary procedures.
2. The teacher will secure the phone in the drawer in Deputy Principal, Mr Robinson's office, at the first available opportunity. They will also complete the Confiscated Mobile Phone Register recording the student name, date and details of the phone.
3. Students can collect their phone after 3:20pm, unless the teacher personally retrieves the phone before this time. Students are to sign the Register to confirm that they have collected their phone.

### **Theft or damage**

Students bring their phones to school at their own risk. Cardiff High School will not accept responsibility for any loss or damage of mobile phones whilst in a student's possession.

### **Parent/Guardian Contact**

Parents and guardians are asked to contact the school administration office if they wish to send a message to their child rather than calling them or texting them whilst they are at school. If a student is sick they should follow normal procedures, seek permission to go to sick bay and office staff will contact parents, if required.