

## AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

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### Mobile Phone Policy

#### PURPOSE OF THE POLICY

The (Name of School/College) is implementing this policy to ensure responsible use of mobile phones by students on school premises and on school related activities.

#### **Scope**

The policy applies to students of the school/college while they are in class, on school grounds or involved in school activities on or off campus.

#### **Responsibility**

Principal

#### **Point of Contact**

Dean of Students/Coordinator

#### POLICY

#### **Rationale**

The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the school day when students have access to school phones and personnel. At the same time it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, university programs and other activities which take them away from the school campus on a regular basis.

The policy of (Name of School/College) is to allow the use of mobile phones in limited circumstances outlined below, while emphasising that in most circumstances students will not need phones as they can access school phones and school personnel if they need to communicate outside of the school.

#### **Acceptable Use**

1. The use of mobile phones during class time is not acceptable under any circumstances.
2. Mobile phones should be switched off at all times while students are in class.
3. Students should be aware that phones ringing during lesson time are likely to be confiscated for the rest of the day and permission to have the phone at school may be revoked. Parents are reminded that in the case of emergency the school reception remains a vital and appropriate point of contact.
4. While on school premises or school related activities, where permission has been given to carry mobile phones, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

*Disclaimer: The information contained in this policy is to the best of our knowledge and belief correct at the date of publication. However, no warranty or guarantee is or can be given by Independent Schools Queensland or any member of its staff, and no liability is or can be accepted for any loss or damage resulting from any person relying on or using the information contained in this policy.*

5. It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Principal, and their right to have a phone at school will be revoked. Students should note that, in extreme cases, the school may consider it appropriate to involve the police.
6. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal, which is likely to include the loss of all marks for the examination or assessment item, as well as the right to bring a phone to school.

## Security

1. Students are responsible for the security of their mobile phones.
2. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. The school accepts no responsibility for the loss of mobile phones stolen while travelling to and from school.
4. Phones should be clearly marked with the name of the owner.
5. Phones should be kept in a secure place at all times during school hours; students are advised to keep them well concealed and not 'advertise' they have them.
6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.
7. Mobile phones which are found in the school and whose owners cannot be located should be handed to front office reception.

## RESPONSIBILITIES

1. It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
2. The decision to provide a mobile phone to their children should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto school premises.
3. Permission to have a mobile phone at school/while under the school's supervision is contingent upon parents/guardians applying to the school Principal who will require a signed copy of this policy to be returned to the school.
4. A register of students with permission to bring mobile phones onto school premises will be kept at the school.

## POLICY RELEASE DETAILS

### ***Date of Policy***

October 2015

### ***Approved by Board***

### ***Review Date***

Annually, in consultation with students, staff and parents

## RELATED POLICIES AND DOCUMENTS

Behaviour Management Policy  
Anti-bullying Policy  
Anti-Harassment Policy