

# MOBILE PHONE AND PERSONAL DEVICE POLICY



## PREFACE

The Australian International Islamic College (AIIIC) recognises and understands that mobile phones and personal devices form a part of many people's everyday lives. The use of mobile phones can enhance communication, safety, and connection with others, as well as forming a valuable learning tool. However, inappropriate use of mobile phones at school reduces engagement, poses a significant distraction, and creates a safety risk within the school.

This policy outlines how mobile phones and personal devices are to be carried, stored, and utilized by students at AIIIC, as well as outlining consequences for the misuse of mobile phones.

## PURPOSE

The purpose of this policy is to outline the acceptable carriage, storage and use of mobile phones and personal devices by students at AIIIC, as well as the obligations, expectations, and consequences for students in relation to mobile phones and personal devices.

## SCOPE

This policy applies to all students of AIIIC, and by default, impacts on parents and caregivers.

**Approved By:** College Principal

**Status:** Approved

**Contact:** Principal

**Reviewed** | Bi-annually

**Date Approved:** May 2020

**Next Review Due:** May 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

## DEFINITIONS

For the purpose of this policy, the following definitions will apply

**Mobile phone-** This is a telephone that is portable and that is capable of being connected to a cellular network. It may also be a phone that has Wi-Fi connectivity, regardless of whether it can make or receive calls

**Personal device-** This is any device that is capable of sending or receiving data, taking video of photos, playing music, making or receiving calls or can connect to a Wi-Fi or cellular

network, and which is not supplied by the school. Examples include smart watches, personal laptops, tablet computers, MP3 players, voice recorders, digital cameras

### **EXEMPTIONS**

Personal devices that are for the sole purpose of monitoring, recording or assisting with a student's medical condition, and which are approved by the Principal are exempt from this policy.

### **POLICY STATEMENT**

The Australian International Islamic College strictly forbids the use of mobile phones and personal devices by students whilst they are in attendance at school, or while they are representing the College on excursions and the like.

### **CYBERBULLYING**

The Australian International Islamic College has a strict, and non-negotiable policy regarding bullying. Any student who uses a personal device to bully, harass, intimidate or to incite others will be dealt with under the anti-bullying policy, regardless of whether the behaviour occurred at school or outside of school. Behaviour of any AIIIC student on a personal device that impacts on another AIIIC student, whether at school or at home is the concern of the school and we will act swiftly in this regard.

### **CARRIAGE AND STORAGE**

Students are expected to abide by the strict "Off and Away" parameters in relation to mobile phones and personal devices. This means, strictly speaking, that any mobile phone or personal device that is brought on campus must be turned off, and put away. The student is not permitted to touch the device, to have it on their person, to switch it on or to use it in any way whilst at school. A student is deemed to be at school from the time they arrive, to the time they leave.

Any student who brings a mobile phone to school is doing so at their own risk and AIIIC takes no responsibility for lost or stolen devices. AIIIC does not collect or store devices for students.

### **ACCEPTABLE USE**

The Australian International Islamic College recognizes and accepts that for some families, the carriage of a mobile phone is a safety network, allowing students to be in contact with parents and siblings. The only acceptable use of a mobile phone or personal device is

- With the express consent of a Head of School; and
- In the Office; and
- In the presence of a Head of School

### **UNACCEPTABLE CONDUCT**

Students are forbidden to use their mobile phone or personal device whilst at school. Conduct that is strictly forbidden whilst at school includes-

- Making or receiving calls
- Sending or receiving messages, whether cellular or data
- Having the phone switched on, even if on silent or DND
- Listening to music
- Connecting the device to the schools WiFi network without consent
- Having the device on your person
- Using the device to take pictures, video or voice recordings
- Taking the device into an exam room

### **CONSEQUENCES**

Any student who is found to be in breach of this policy will be subjected to the following consequences, regardless of intent or justification for the breach.

#### Being in possession of a device that is on a person, or that is switched on (even in a bag)

- On the first occasion, the device will be confiscated and handed to the Head of Pastoral Care and Positive Behaviour Management. The device can be collected at the end of the day by the student
- Any subsequent breaches of this nature will result in the device being confiscated, handed to the Head of Pastoral Care and Positive Behaviour Management, where it will remain until the end of term, or until a parent arranges a meeting with the Head of Pastoral Care to collect it.

#### Misuse of a device whilst at school, outside of class

This includes having the device on, or using it for any purpose before or after school, while on school grounds, at breaks or having it on in a bag

- The device will be confiscated and handed to the Head of Pastoral Care and Positive Behaviour Management, where it will remain until such time that a meeting is arranged with a parent who may collect the device
- Students will not be permitted to have a device on them, or at school for the remainder of the term, or at the discretion of the Head of Pastoral Care and Positive Behaviour Management

#### Misuse of a device in class

This includes using the device in class, having it on a person during normal class time or bringing a device into an examination room

- The device will be confiscated immediately and handed to the Head of Pastoral Care and Positive Behaviour Management.
- The student will have their enrolment at the College suspended immediately
- The Head of Pastoral Care and Positive Behaviour Management will make a determination about ongoing enrolment and further consequences

