



# ALBANY SENIOR HIGH SCHOOL

## MOBILE PHONE POLICY

DOCUMENT HISTORY

**Name of Document:** Mobile Phone Policy  
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**Authorised Officer:**  
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REVISION HISTORY

DATE	AUTHOR/EDITOR	REVISIONS	VERSION
June 24 2019	Sara Garcia-Perlines	Moving from procedures to policy to provide clarity.	1.0

## INTRODUCTION

Albany Senior High School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone whilst also being aware that inappropriate use can be detrimental to others. As a result, we have devised the following guidelines to teach appropriate use.

## OUR EXPECTATIONS

- All mobile phones, earbuds/earphones, chargers, and other electronic devices should be turned off, set to 'Do not Disturb', or placed in flight mode during class when not in use. They should be stored securely in school bags (not in pockets or on desks). Students must not make personal calls or use social media during class time.
- Under the specific direction of a teacher, mobile phones may be used in class for educational purposes, including:
  - Taking a photo of notes, homework or class work
  - Using the calculator function
  - Searching on the internet
  - Using educational Apps, including Connect
  - Listening to podcasts or music as a part of a lesson
  - Other appropriate use as determined by the teacher.
- Mobile phones cannot be used to take photos or videos at any time on the school grounds unless specifically directed by a teacher or staff member.
- Electronic games and portable music players are not to be used at school unless as part of a specific lesson as determined by a teacher.

### Expectations of students

- Mobile phones and earbuds/earphones are not to be brought into examinations.
- If a student is in doubt about mobile phones and earbuds/earphone use, they should seek permission.

### Expectations of parents

- Mobile phones are not to be used to contact students during class time. Emergency and important contact is to be made via Student Services, by phone.
- Parents are asked to reinforce the ASHS Mobile Phone Policy with their child.

### Key understandings

- **The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use.** Students and parents should recognise, that mobile phones are highly prized targets for theft, and accordingly, phones should always be stored in a safe and secure place. When mobile phones are brought to and kept at school, they are used entirely at their owner's risk.
- Parents and students should ensure that mobile phones are properly and adequately insured as personal property.
- Breach of these guidelines will result actions undertaken in line with the processes outlined on the flow chart.
- Mobile phone infringements count towards loss of Good Standing.

## RELATED POLICIES

Behaviour Management Policy

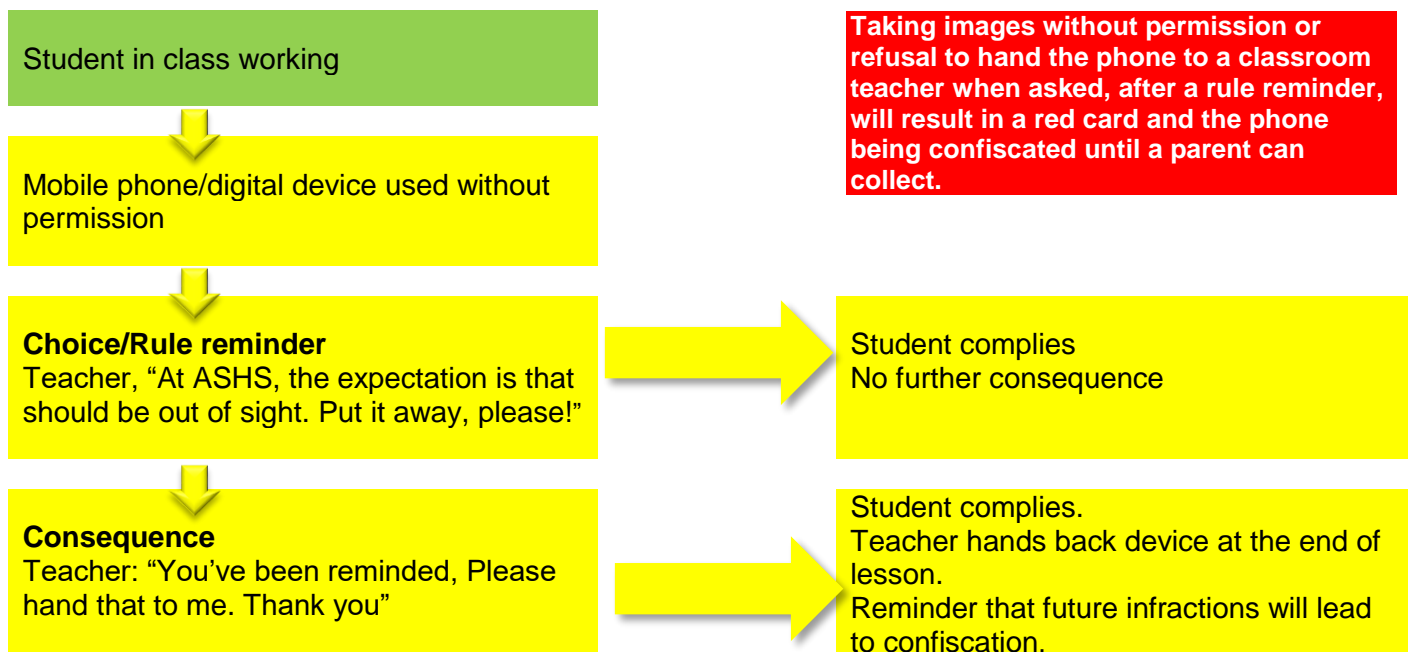
Good Standing Policy

# Mobile Phone / Digital Device Flowchart

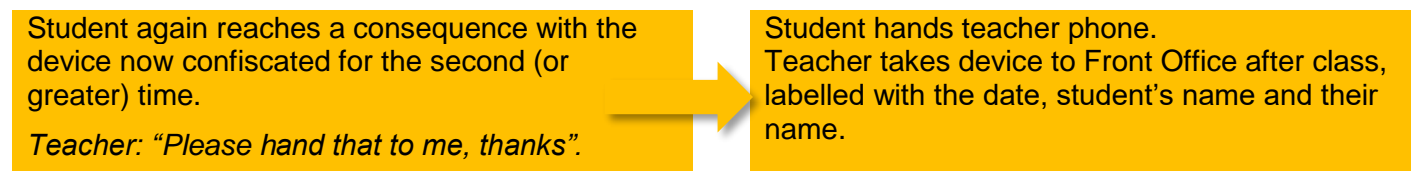


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## Initial device disruptions within a lesson or subject



## Further digital device disruptions within the same subject or classes



- First time** student has had confiscated device handed to the Front Office:
- Clerical staff note if previous record – if 'Yes' then proceed to 'Second record'.
  - Clerical staff enter note in SIS.
  - Clerical staff generate First Digital Device Letter of Concern.
  - Student collects phone after school from an executive staff member.

- Second** (or greater) record student has had confiscated device handed to the Front Office:
- Clerical staff enter second note in SIS.
  - Clerical staff generate Second Digital Device Letter of Concern.
  - Deputy contacts guardians.
  - Guardians requested to collect phone and discuss sanctions with their respective Deputy.