Mobile Phone Policy

Status:	Current	**Supersedes:** All previous Rockhampton Girls Grammar School Mobile Phone policies
Authorised by:	Executive	**Date of Authorisation:** February 2021
References:	This position paper should be read in conjunction with: • Rockhampton Girls Grammar School Student Code of Behaviour Policy • Rockhampton Girls Grammar School Social Media and Responsible Use of ICT Policy • Rockhampton Girls Grammar School Social Student Planner • Rockhampton Girls Grammar School Social Camp Program Position Paper	
Review Date:	This policy will be reviewed every (3) three years, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	**Next Review Date:** February 2024
Policy Owner:	Board of Trustees of Rockhampton Girls Grammar School *trading as* Rockhampton Girls Grammar School CRICOS Provider No: 00508E	**Access**: Public - via the Rockhampton Girls Grammar School's web page at: www.rggs.qld.edu.au

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Purpose of the Policy

The aim of this policy is to provide guidelines for the use of mobile phones at Rockhampton Girls Grammar School in order to provide:

- a safe learning environment free from inappropriate mobile phone use (including cyberbullying) or distractions;
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

Scope

These guidelines apply to all students at Rockhampton Girls Grammar School. It is the responsibility of students who bring mobile phones onto the school premises to adhere to the guidelines outlined in this document.

Parents are asked to support students and the school by not calling their daughters between 8.20am and 3pm. Where a parent needs to talk to their daughter urgently, a message can be organised by calling or emailing Reception.

Preamble

The use of mobile phones is important. Used responsibly, mobile phones can provide many benefits. Their presence in the school can, however, have negative consequences and risks must be acknowledged and managed. Overuse of phones can hinder the development of healthy friendships and promote isolation, cyber bullying and inappropriate use of social media.

The widespread ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. Whilst it is acknowledged that mobile phones provide parents with reassurance that their child can contact them in an emergency or if feeling unsafe, it is also important to recognise that this is not required during the school day when students are supported by the school.

Students who need to talk to their parents during the school day can go to Student Services to make the phone call using their own phone or the school's phone.

Security

- Students are responsible for the security of their mobile phones.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, whether at school, whilst travelling to and from school or when at school-sanctioned activities.
- Phones should be clearly marked with the student's name.
- The school recommends that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.

Acceptable Use

- Use of mobile phones during class time is prohibited, unless requested by the teacher and for educational purposes.
- Mobile phones should be switched off at all times while students are in class. If the phone is in the classroom, it should be placed screen side up on the corner of the desk.
- Phones used during lessons may be confiscated for that day. Repeated breaches may see permission to have the phone at school revoked. Parents are asked to ensure that they are not calling their daughters during the school day. In an emergency situation, Reception remains the appropriate means of contacting students.

INAPPROPRIATE USE

It is a criminal offence to use mobile phones to menace, harass or offend another person. Under no circumstances are students permitted to use their phones to:

- engage in personal attacks or harass or bully another student, staff member or other individual;
- post private information about another person. This includes sending text messages or posting messages using any online platform;
- take or send photos of other students or staff members or post them online;
- use vulgar, derogatory or obscene language;
- engage in any activity or post any comments or messages that bring the school into disrepute.

Engaging in any of the above activities will result in immediate disciplinary action which could include reporting to the police.

Mobile phones are not to be taken into any exam venue. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as determined by the Principal.

PROCEDURES

PRIMARY SCHOOL STUDENTS (PREP TO YEAR 6)

Rockhampton Girls Grammar School discourages primary aged students from bringing mobile phones to school. Communication regarding illness, early pick up or emergent situations must be made through Student Services.

In the event a primary student requires a mobile phone:

- parents must put their request in writing to the Deputy Principal – Students.
- the phone must be handed in at the front office upon arrival at school. The phone must be clearly labelled with the child's name.
- the student must collect the phone from the front office at the end of the day.
- it can only be used in emergency situations and then only at the front office.

MIDDLE SCHOOL STUDENTS (YEARS 7-9)

Due to the increased independence and responsibility given to middle years students, particularly related to travel between home and school, middle school day students are permitted to bring phones to school under the following circumstances:

- Phones are handed in to the front office under the same conditions as above;

OR

- Phones are to be turned off and kept in the student's locker and they are not to be used during the day. They may be turned back on at 3:00 upon the completion of the day's program.

Sports days, excursions, camps and any school-organised activities are treated as school days.

SENIOR STUDENTS (YEARS 10 – 12)

Senior students are permitted to carry mobile phones under the following conditions:

- Phones should be turned off during lessons, in study times, examinations or when stored in a locker.
- Phones may be used within a class if requested by a teacher and only for educational purposes.
- If students need to check their phone, they should do so during their breaks. This should be a quick check and then the phone should be put back in their locker or kept in their pockets.
- Students should not use their phones for extended periods of time during their break. Activities such as searching the internet, checking social media or posting messages using any form of social media are not appropriate for a school environment.
- Students should not be making phone calls during school hours. If the need arises to make a phone call, students should go to Student Services where they can make their call.

Boarding School Students

Year 6-9 students must hand their phones into the supervisors before they leave to attend school.

Phones may be collected at 3:00pm or at the end of the day's instruction. They will be handed in for study and at bedtime. Students can collect their phones in the morning once dressed and ready for school.

Students may only have one phone.

Year 10-12 students may take their phones to school but will follow the expectations as laid out for the day school. They may leave them with the boarding supervisors.

Phones will be handed in for study and at bedtime. Students can collect their phones in the morning once dressed and ready for school.

Phones are not to be taken to:

- Meals
- Study

Breaches of this Policy

- On the first instance, the student will be asked to take the phone to the office for collection at the end of the day.
- On the second instance, the student will be asked to take the phone to the office for collection by the parent (day) or Head of Boarding (boarder).
- On the third instance, permission to carry a phone will be withdrawn for the remainder of the term.