



Edinburgh College

Mobile Phone/Device Policy

Document History

This policy is to be ratified by the School Council on Feb 2023

The life cycle of this policy is three years. It will be reviewed in 2026

Rationale

Edinburgh College recognises that technological advancements have meant that mobile phones/device are available to and carried by many students and staff during their working day. Mobile phones/devices can also be used to enhance learning.

Aim

This policy is designed to reduce distraction in our learning programs (both for the user and the rest of the class), and to protect both our students and staff from the misuse of this technology.

Students

Implementation

This policy covers all students and teachers/staff while on our school grounds unless the phone/device is being used for learning purposes under instruction by the teacher.

Mobile phones and mobile watches are not to be used at any time, without permission, at Edinburgh College.

Rights & Responsibilities

Rights:

- Students have the right to have access to their mobile phone/device (to and from school) for personal safety reasons - before 8:30am and after 3:30pm, during school days.
- Teachers have the right to confiscate a mobile phone/device that is being used by the students during school time without permission.

Responsibilities:

- No phones/device may be brought into class during any assessment task, or test
- Students must keep their phone/device in their bags/lockers or send them to the office during school hours
- Teachers are responsible for following the process below
- Chromebooks or Laptops are to be used for all digital learning needs, unless specified by the teacher for a given time during class as a learning tool.

Related Policies

Behaviour Improvement Policy

Cybersafety Policy

Procedures

If a student uses their mobile phone or mobile watch in class or in the playground without permission the teacher will confiscate their phone/device and note that they have done so on SEQTA. The teacher will then sign the phone/device in at the front office for safekeeping. The student will need to see their

teacher for return of confiscated items. Ongoing misuse of a mobile phone/device will result in the implementation of the Behaviour Improvement Policy.

Teachers

Implementation

This policy covers all staff while supervising students unless the phone is being used for specific learning purposes. Some teachers may be required to carry a mobile phone for Health & Safety purposes. If so, the mobile phone should be kept on silent during class and only used for this circumstance.

Mobile phones are not to be used while on duty or while supervising students at Edinburgh College, with the exception of duty of care requirements; eg. emergency, first aid, camps & excursions.

Rights & Responsibilities

Rights:

- Teachers have the right to have access to their mobile phone before and after school, and during break times
- The school has the right to require compliance with this policy

Responsibilities:

- Phones may not be used while supervising students during class, assembly/chapel, walking students to and from classes, or while on duty unless in the case of an emergency.

Related Policies

Cybersafety

Procedures

If a staff member uses a mobile phone while supervising students without permission from the principal or delegate, a verbal warning will be given. Ongoing misuse will result in a written warning.