



South Coast Baptist College recognises that there are times when it is appropriate for students to have access to a mobile phone – for example, to contact parents in an emergency, to confirm or change a parent collection time for an after-school activity. It is not necessary, nor acceptable, for mobile phones to be switched on or used during school hours for the following reasons:

- ✓ They are addictive and distract students away from learning.
- ✓ Students should feel safe at school without the added worry of checking social media at school to ensure that a peer isn't posting inappropriate or harassing messages or photos.
- ✓ Students will use their mobile phone to bypass the school's firewall to access sites that are otherwise restricted.

South Coast Baptist College also recognises that it has a responsibility to support and/coach students to be responsible digital citizens and one way of doing this is to allow students in Years 11 and 12 who are required to gather evidence for a VET qualification to use their mobile phone to take photos of this evidence, and to allow a 'Tech Break' for Year 12 students during break times in the Year 12 Common Room (only).

Aim

- To provide a safe environment for all students.
- To recognise the importance of students being able to contact parents/guardians after school, especially when many students travel to school and home by themselves.
- To maximise learning and avoid the inappropriate use of mobile phones.
- To use a 'Tech Break' as a support tool for Year 12 students to develop responsible mobile phone use in preparation for their entry into the world of work.

Process

Mobile Phones

- Students are **NOT** to access their mobile phone as soon as they enter the College grounds in the morning and again not until the College bell has gone in the afternoon.
- Mobile phones are not permitted to be carried on a student's person around the College. Mobile phones are to be secured in a locker with a padlock **as soon as the student arrives at school**. Students found with a mobile phone on their person will be issued with a **level**.
- Students who do not have a padlock on their locker are to hand in their mobile phone at the Secondary Administration Office for safe keeping during the day. Students can collect their phone at the end of the day.
- Students who do not need to have a phone at school are encouraged to leave it at home.

- Students found accessing their mobile phone during the day, without teacher permission, will be given a **level**.
- Students found accessing their mobile phone during school hours will have their phone confiscated immediately by the staff member who observes them. The confiscated phone will be kept in the Secondary Office. The phone will be returned to the student at the end of the College day.
- Students are **not permitted** to use their mobile phone's camera to take photos, regardless whether it is for educational purposes. Photos should be taken using an i-Pad/Chromebook or the Secondary camera and only with the knowledge and permission of those being filmed. The exception is for those students in Years 11 and 12 who are required to gather evidence for their VET qualifications.
- Mobile phones are **banned** in spaces such as but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a **level and a one day in-school suspension**.
- Students found using their mobile phone to contact a parent/guardian will be issued with a **level**. Parents wishing to contact their child during College hours are required to make contact through Student Services or the Secondary Office.
- Music is **not** to be played through mobile phones in any classes.
- **Smart watches** are not permitted at school. A Fitness tracker that does not have phone or notification capabilities is allowed.
- Students identified by the IT Department accessing a Hotspot/VPN will be in breach of the school's responsible use of IT policy and any student found to have active WIFI Hotspots/VPN on their phone will be given a **level and one-day in-school suspension**.
- Mobile phones that are brought to and kept at school is entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of a mobile phone. Students and parents should recognise, however, that mobile phones can be the target for theft and, accordingly, mobile phones should always be stored in a locker secured by a padlock.
- Exemptions to this ban will be granted to those students who require their mobile phone to monitor a medical condition. In such cases the student will be given a 'Medical Alert' card which can be shown to a teacher if the student is found accessing a mobile phone.

Year 12 Phone Use

- Students in Year 12 who are studying a VET qualification where they are required to gather evidence are permitted to use their mobile phone under the supervision of a teacher. Once the class has finished students are required to return their mobile phone to their locker which is secured by a padlock.
- Students found taking a photo of other students or of staff will be issued with a **level** and their phone will be confiscated for the day.
- Mobile phones are **banned** in spaces such as but not limited to change rooms, toilets, fitness centre etc. Students caught with a mobile phone in these areas will be issued with a level and a one day in-school suspension.
- Students are not permitted to listen to music through their mobile phone in any classes.
- Tech Breaks
 - ✓ Students are permitted to use their mobile phone during Recess and Lunch in the Year 12 Common Room only.
 - ✓ Students can listen to music through their phone during Recess and Lunch in the Common Room only.
 - ✓ At the end of Recess and Lunch phones need to be switched to silent and should **NOT** be in sight before students leave the Common Room. Mobile phones need to be returned to the student's locker which is secured with a padlock. Students found with a phone in plain sight outside of the Common Room or on their person will be issued with a **level**.
 - ✓ Students are not permitted to use a hot spot to access an inappropriate site that is not in keeping with the College values such as but not limited to pornography sites, use social media sites to send harassing or sexually explicit material or to upload to social media sites such as Snapchat or Instagram any photos taken on College property.
 - ✓ If an incident of the inappropriate use of a mobile phone during a Tech Break is brought to the attention of the Head or Year or another staff member then the student will lose the privilege of using their phone during Recess or Lunch for a pre-determined period and a consequence issued based on zero-tolerance for the inappropriate use of an electronic device.

Earphones

- Earphone use in the classroom for learning activities is at the discretion of the teacher. Earphones can be the wired earplug type or wired over the head headphones.
- Bluetooth earphones of any type are **NOT PERMITTED** at school. Students found with Bluetooth earphones will be issued with a level.
- Students are not permitted to walk around the College during break times, including between classes, with wired earphones in their ears. If a student is found to have earphones in their ears during a break time, then a level will be issued. Teachers should email the relevant Head of Year outlining the details of the inappropriate use by the student. The Head of Year will issue the level and record the details on SEQTA and email the student's parents/guardians.
- If a student is found to be using Bluetooth earphones, then a level will be issued. Teachers should email the relevant Head of Year outlining the details of the inappropriate use by the student. The Head of Year will issue the level and record the details on SEQTA and email the student's parents/guardians.
- Earphones that are brought to and kept at school and used, are entirely at the owner's risk. The College cannot accept any responsibility for theft, loss or damage of earphones (wireless or wired). Students and parents should recognise, however, that wireless earphones can be the target for theft and, accordingly, they should always be stored in a locker secured by a padlock or kept on you.