

# St Mark's College

## Mobile Device Policy (Parents)

### MOBILE DEVICE POLICY

#### Mobile Devices Policy

All students are not to access their phones/devices while on Campus or involved in school-learning activities off site such as camps and excursions. Students are encouraged not to bring their mobile device to school however if the need arises, they are to be always kept in their lockers for safe storage.

*(not including laptops however inappropriate use will follow the same policy)*

#### Acceptable Use of a Mobile Device

Students are asked to always keep mobile phones/device in their lockers for safe storage.

Year 10-12 students may for a particular lesson be asked to get their devices out of their lockers under teacher direction for a specific class activity and then turn it off and put it away at its conclusion.

Students will need to have cash or a bank card to pay for their canteen purchases, not a mobile device. The canteen will not accept this form of payment.

Parents are asked to use the school's formal communication policies if they need to contact their child during school hours. They do this by calling the Student Hub by phone on 8633 8801.

### MOBILE DEVICE BREACH CLASSROOM OR YARD

#### STEP 1

Student to follow direction of classroom teacher or yard duty teacher. They must immediately turn off device & hand in to admin staff in the Student Hub.

#### STEP 2

Device will be placed in a labelled envelope with name, home group and date.

#### STEP 3

Admin staff to keep phone in a secure location & breach recorded in SEQTA.

#### STEP 4

1<sup>st</sup> Breach Email sent to parents

#### STEP 5

Student to collect device from Student Hub at the end of the day.

#### STEP 6

Second and subsequent breaches – steps 1 – 3 will occur.

#### STEP 7

2<sup>nd</sup> Breach Email to parents - This email advises that the device will be held at the College Admin Office until a parent is able to collect.

#### ONGOING BREACHES

Ongoing breaches – will be reviewed for further action.

#### Breaches include but are not limited to:

- Use of a mobile device outside of those listed as acceptable.
- Failure to follow teacher direction.
- Inappropriate use of a mobile device in accordance with the College acceptable behaviour policies.