

Procedures for Managing Breaches of Mobile Phone (Student Use Of) Policy



These Procedures are to be read in conjunction with our Mobile Phone (Student Use Of) Policy.

If a student is caught with their phone in class, at a College gathering or in the yard between 8.45am and 3.15pm, the phone will be confiscated by the staff member and handed to Reception at either Campus. The mobile phone must be placed in a sealed envelope and locked in the safe. Reception staff will record this by making an entry on SIMON.

1. The first time this occurs, the student can collect the phone at the end of the school day. The student must sign out the return of their phone in the Mobile Phone log book.
2. The second time this occurs, the student can collect the phone at the end of the school day and parents will be notified by SMS. The student must sign out the return of their phone in the Mobile Phone log book.
3. The third time this occurs, parents / guardians will be notified by the Wellbeing Leader / Head of House and a parent / guardian will be required to collect the phone at their earliest convenience.
4. The fourth time this occurs, parents / guardians will be notified by the Wellbeing Leader / Head of House and a parent / guardian will be required to attend a meeting with the Wellbeing Leader / Head of House to discuss their child's breach of the Policy and collect the phone. Additional consequences may be discussed at the meeting.

If a student is caught:

- Photographing, filming or streaming people without their knowledge or express permission or the consent of the College;
- Uploading or sharing any photos or video files to social media sites which bring the College or any College community member into disrepute or which may cause emotional or psychological harm;
- Sending harassing or threatening messages

The student's phone will be confiscated immediately and a fact finding process will be undertaken by the College. The College will apply appropriate consequences and pass information and the phone over to the police if the nature of the matter is illegal or if requested to do so by the police.

NOTE – If, on any occasion, a student refuses to hand over their mobile phone when requested by a staff member, the staff member will request assistance from a senior member of staff. If a student still refuses to comply, parents / guardians will be contacted and required to collect their student from the College and make an appointment to resolve the issue.