Mobile Phone and iPod Policy

Policy

- iPods and mobile phones cannot be seen, heard or used in class unless permission is given by the staff member for a staff member directed purpose.
- iPods and mobile phones are used at their owner’s risk.
- The school does not hold insurance for personal property brought to school and will generally not pay for any loss or damage to such property. Students are discouraged from bringing any unnecessary or particularly valuable items to school.

Process

First Offence

- Staff member warns the student.
- Clearly informs student “This is your only warning, put the device away. Your device will be confiscated if it is seen, heard or used again.”

Second Offence

1. Staff member confiscates device
2. It is placed in a clearly labeled zip lock bag
3. Staff member is to store the bag in a secure place e.g. their pocket, pencil case, a locked cupboard until the end of the lesson.
4. At the end of the lesson the staff member is to take the labeled zip lock bag to the General Office.
5. The staff member is to hand the device through the front window to the office staff
6. The staff member is to write the student’s name into the log in book and sign it
7. The student’s device will be logged out by the office staff and handed directly back to the student at the end of the school day. The student must sign for their mobile phone/iPod when receiving it.
**Student Refusal**

- If a student makes the choice of refusing to hand over the device, they are not following a staff member’s fair and reasonable instruction.
- This becomes another matter beyond the issue of the mobile phone/iPod etc.
- The staff member is to send a reliable student to get a coordinator to assist. If no coordinators are available, the STA in the coordinator’s office is to ring the General Office to get one of the Assistant Principals to go and assist the teacher.

N.B Staff are to follow this process and ensure all confiscated items are treated with reasonable care. The student is responsible for damaged or stolen electronic items unless the staff member does not follow correct procedure or treat the iPod or mobile phone with reasonable care.