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|  | **Seven Hills High School**  **Mobile Phones, Portable Computer Games, Recording Devices and Cameras Policy** | | |
| **Implementation Date: May 2016** | |  | **Review Date: May 2018** |

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| Rationale |

Students have an obligation to use mobile phones in a respectful, responsible and appropriate manner, especially in relation to the rights of others.

Students who bring mobile phones and other devices to school do so at their own risk. The school takes no responsibility for the security of mobile phones or other valuable items brought to school. Students and parents should recognise that mobile phones are a target for theft and should ensure that they are adequately insured as personal property. Students are responsible for the safe keeping of personal items brought to school and the school’s recommendation is that only items actually needed at school are brought to school each day.

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| Rules for the Use of Mobile Phones and Other Devices |

The following rules apply to the use of mobile phones and other devices (such as iPods, portable computer games, cameras, etc) by Seven Hills High School students.

* Mobile phones and other devices must be turned off, unless allowed by the teacher for class work, during roll call, all classes, meetings, assemblies, or performances. Students' learning and school activities must not be disrupted.
* Students are not permitted to have mobile phones in examinations or formal assessments. Students who use such devices will be penalised.
* Teachers may direct students to put mobile phones away during class. Failure to follow teacher instructions will result in disciplinary action.
* Mobile phones must not be used to by-pass school procedures in relation to school–parent contact**.** Notification of student illness, disciplinary procedures or other emergency contact, are as follows:
  + If a student is ill at school, they must report to the rolls officer with a note from their classroom teacher. Parents will be telephoned if it is deemed that the student is too ill to continue with the day's lessons. Students must not phone parents directly for permission to go home because they are sick; the school's duty of care obligations and procedures must be followed.
  + In a family emergency, parents should contact the school.
  + Parents should only contact their child/children during timetabled breaks (if necessary).
* Mobile phones must not be used to invade the privacy of others or breach the law.
* Cyber-bullying of any individual — either by phone call, text, photography or other electronic function — is completely unacceptable and is against the law. Students engaging in cyber-bullying will face disciplinary action.
* Students who believe they are being subjected to cyber-bullying should immediately contact a staff member.
* Students may only use mobile phones/cameras/computer technologies to record images and sound as part of their course work or other approved school activities with the specific approval of and under the direct supervision of the class teacher.
* Students are not permitted to bring portable tablets or similar devices to school without the written permission of the principal.
* Students must not take photographs or videos or recordings of other students or staff. They must not contact staff by phone unless given specific permission to do so on a particular occasion, e.g. on an overnight field trip where phone contact is required. Breaches of these rules are not only a serious matter under the school’s discipline code, but could also breach legislation such as the Children and Young Persons Care and Protection Act, Privacy Act and Occupational Health and Safety Act.
* The use of Ipods, computer games and similar devices is not permitted during class and student activities. If a student brings portable computer games, the games played are to classification appropriate, music played on an Ipod is not to broadcast material considered to be offensive by others.

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| Sanctions for Improper Use |

If a teacher believes that a device is being used in a manner contrary to this policy, then the teacher may ask the student to take the device to the office or confiscate the device and place it in the front office for collection at the end of the school day. For repeated improper use or more serious transgressions, the device may be held for a longer period pending other investigations or sanctions. Where criminal activity is suspected, the police will be contacted. Repeated improper use may result in the Principal, or their delegate, withdrawing permission for a student to possess of a device during school hours.