

TLS-37: Mobile Phone Policy

Purpose:

The Mobile Phone Policy sets out the School's expectations for Students using mobile phones.

Scope:

This policy applies to all students attending Ipswich Girls' Grammar School.

Policy:

The Mobile Phone policy aims to:

- Take steps to ensure that mobile phones are used responsibly and are kept secure whilst at School.
- Establish School guidelines, requirements, and responsibilities as they pertain to student use of mobile phones while on School premises and/or during school times.
- Support the welfare of students on site.
- Ensure minimal disruption to school learning.

Guidelines:

It is the responsibility of students who bring mobile phones onto School premises to adhere to the School's guidelines:

- Mobile phones should be turned off and locked in a student's locker during the school day from 8.10am until 2.55pm.
- Students are not permitted to check their mobile phones or use their phones during the school day from 8.10am until 2.55pm.
- Students are not permitted to use mobile phones or smart watches to pay for purchases at the School's tuckshop.
- At the discretion of the class teacher, mobile phones may be used in class for educational purposes. Once the designated learning experience has been completed, the mobile phone must be turned off and returned to the student's locker.
- If a student decides to work in the Senior School Library after 2.55pm, they are not permitted to use their mobile phone. Their phone should be on silent in their school bag. If they need to contact their parent/carer to establish arrangements for them to travel home, they must do so outside of the Senior School Library.
- If a student is engaging in activities prior to school on site, their mobile phone should be turned off and locked in their locker. If the activity is scheduled on site after school, or if the activity is scheduled for either the morning or afternoon off site, students should keep their mobile phone turned off in their school bag. In this instance their school bag should be stored in a safe area as instructed by the coordinator of the activity.
- Parents/Carers should be aware that the School does not authorise a student to phone their parent/carer requesting that they collect them from school due to

illness or otherwise. This will always be done by a staff member or the School Nurse.

- It is imperative that students experiencing challenges at School seek support from a member of the pastoral care team or a teacher. Mobile phones must not be used as a substitute for onsite support.
- Students who need to contact parents/carers during the day can present to their Head of House, Middle School Coordinator or Dean of Students to seek permission.
- Students are responsible for the security of their mobile phones.
- Phones should be clearly marked with the name of the owner.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.
- The School accepts no responsibility for replacing lost, stolen, or damaged mobile phones, including loss while travelling to and from school.
- Mobile phones which are found in the School and whose owners cannot be located should be handed to Student Services.
- It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass or offend another person, or post private information about another person using SMS messages, taking, or sending photos or objectionable materials, taking photos or videos of other students without their permission, bullying other students, or use of vulgar, derogatory, or obscene language whilst using a mobile phone will result in confiscation for a period decided by the Dean of Students. Depending on the particulars of the incident, other consequences may be applied such as detention or internal/external suspension.
- Students should note that where the law has been contravened, the School may report to authorities.
- Students are not permitted to use mobile phones (this includes their own phone or a phone belonging to another person) during the school day to access social media applications or create content for social media applications or websites. This includes posting photos, videos, or any other content to their social media accounts, or the accounts of others, or websites. Using a mobile phone in this manner will result in confiscation for a period decided by the Dean of Students. Depending on the particulars of the incident, other consequences may be applied such as detention or internal/external suspension.
- Students cannot create content for their social media platforms, or the platforms of others, or websites, that identifies them as an Ipswich Girls' Grammar School student. This includes posting photos or videos of themselves or others in their school uniform to social media applications or websites. This also includes creating social media accounts or websites that use the School's name. E.g. IGGS girls. Students need to be aware that this rule applies both during school hours and outside of school hours. Using a mobile phone in this manner will result in confiscation for a period decided by the Dean of Students. Depending on the particulars of the incident, other consequences may be applied such as detention or internal/external suspension.
- Students who inappropriately use a mobile phone during examinations or assessments will face disciplinary action as sanctioned by the Dean of Studies.

- Use of mobile phones during off campus activities arranged by the School, including excursions, camps, and tours, will be determined by the teacher in charge of that activity.
- Students who have a smart watch are not permitted to use the watch during the school day for the purpose of communication e.g. sending a message or making a phone call. Smart Watches used for communication during school hours will be treated in the same way as mobile phones and the same consequences for misuse will apply. During examinations Smart Watches must be handed in to the supervising teacher or locked securely in the student's locker.
- Boarding students are expected to adhere to the Boarding House expectations regarding the use of mobile phones in the Boarding House, as communicated by the Head of Boarding.

Non-compliance

- Unauthorised use of a mobile phone will result in confiscation of the phone by a teacher or staff member. In the first instance of mobile phone misuse, the student's phone will be confiscated, and they can collect their phone at the end of the school day from their Head of House. The student's Head of House will email the student's parent/carer, so they are aware of this misuse.
- The second time a mobile phone is confiscated for unauthorised use, the phone will be handed to the student's Head of House each morning and collected each afternoon for five school days. The student will also receive an after school detention. The student's Head of House will email the student's parent/carer, so they are aware of this misuse and the consequences of the student's actions.
- The third time a mobile phone is confiscated for unauthorised use, the phone will be handed to the student's Head of House each morning and collected each afternoon for five school days, and the student will receive a one-day internal suspension. The student's Head of House and Dean of Students will contact the student's parent/carer, so they are aware of this misuse and the consequences of the student's actions.
- Repeated misuse of a mobile phone will result in further consequences, as determined by the Dean of Students. This may include internal/external suspension or even cancellation of enrolment.

Related Policies

Acceptable Use of Technology Policy
Student Code of Conduct