



Mobile Phone and Other Electronic Devices Policy

1. Mobile Phone and Other Electronic Devices Policy

1.1. Introduction

Hills Adventist College acknowledges that mobile phones and other electronic devices are a part of contemporary society and useful communication tools. We accept that parents provide their children with mobile phones to protect them from everyday risks involving personal security and safety before and after school. However, it is imperative that mobile phones are not used in a manner which disrupts learning, invades people's privacy, or as a tool for harassment.

The College also acknowledges that we have a device program at school that encourages the use of a computer as a learning tool. It is important that this device be used for learning and not to disrupt other students, invade privacy or harassment.

The College's policies, which are regularly reviewed and updated as required, are made pursuant to the registration requirements from NESAs and other governing bodies.

1.2. Policy

The College has in place procedures for parents/guardians to contact their children during school in cases of emergency and for students to contact parents/guardians in special circumstances. This alleviates the necessity for parents/guardians and students to use mobile phones during school hours.

In order for students to have a mobile phone or another electronic communication device at school, students and their parents/guardians must first read, understand, and comply with the acceptable usage procedures.

Parents are responsible for the choice of games, music, etc., that their children play or listen to. However, if the game or music is not consistent with the school ethos, they will not be allowed at school.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person (students or staff) using SMS messages, taking/sending photos or objectionable images, posting on social media or phone calls. Students using mobile phones to bully other students will face disciplinary action.

Failure to comply could result in consequences as per the College discipline policy.

The College accepts no responsibility for lost, stolen or damaged mobile phones and other electronic devices.

1.3. Procedures for Acceptable Use

1.3.1. Kindergarten – Year 4

1. Students may use their mobile phones and other electronic devices to and from school but are required to hand them into the front office once they arrive at school. They will be given back at the end of the school day.
2. If a student has not complied, the mobile phone or other electronic device will be confiscated and held in the office until the parent/guardian is able to collect it.

- If non-compliance is repeated, the student will lose the privilege of bringing a mobile phone or electronic device to school.

1.3.2. Years 5 – 12

- Students may use their mobile phones, and other electronic devices to and from school until they arrive at school. They are then to be not seen, heard or used during the hours of 8:00am and 3:07pm.
- Students in Year 5 and 6 are required to hand their phone to their homeroom teacher for secure storage as there is no individual secure storage provided for these students.
- On school excursions, students can take their mobile phones with them, but they must not be on.
- On school camps, students may bring mobile phones and other electronic devices which can be used on the bus trip at the discretion of the teacher. They must be handed in to the supervisors on arrival at the destination. Students will be able to contact parents in the evening or other agreed time only. The games and music need to be consistent with the ethos of the College.
- If a student has not complied, the student will be asked to take the mobile phone or other electronic device to be held in the office until the end of the day. The following will also be enforced if the policy is not adhered to;

First occurrence	Device is confiscated till end the of day and an infringement given by the teacher
Second occurrence	Device is confiscated till end the of day and the parent will be asked to come and pick up the device as well as an infringement given by the teacher.
Third occurrence	Device is confiscated till end the of day and the parent will be asked to come and pick up the device, the student will receive a detention and be required to hand in their phone every day for the next week to the office.

- Computers that are part of the school learning program are to be brought to school fully charged and ready to use in classes. However, use of these devices during break times and before school is limited to the library only unless permission is granted by the duty teacher.
- Headphones are encouraged to be brought to school for the purpose of participating in learning activities, these are to be used at the discretion of the teacher and connected only to computers that are part of the school device program. The use of headphones during break times and before school is not permitted.

Please note the following inappropriate uses:

- Taking pictures or movies of someone else without their permission is *illegal*.
- Cyber bullying has been of major concern where inappropriate messages and harassment of other students and teachers can occur. Sending these messages is illegal.
- There are many instances where young people will say something about another person and it is hurtful, and this is broadcast world-wide. Whether it is true or not, it is out there for everyone to read! The slanderous comments can cause psychological damage.