

PORTABLE ELECTRONIC DEVICES POLICY

The use of mobile phones, pagers, MP3 players and similar devices in class is disruptive to the learning environment of all students and is not permitted at the Melba Copland Secondary School.

Students must be aware that no liability will be accepted by the school in the event of the loss, theft or damage of any device.

- Students must have their mobile phones, MP3 players and similar devices switched off and out of sight during classes.
- If a student produces or uses their mobile phone, MP3, iPod, or similar device in class they will be instructed to turn the device off and place it out of sight. If the student refuses to follow this directive, or produces the device after the warning, the staff member will instruct the student to hand over the device and it will be taken to the front office as soon as possible to be locked for safe keeping in the school safe. In the cases of repeated infringements parents may be required to collect the device and it will not be handed back to the student.
- Students should only use their mobile phones before or after school, or during recess and lunch breaks.
- **There are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents in emergencies or to confirm or change a collection time after school. Mobile phone use for such purposes is restricted to times outside of lessons (lunch, recess, before or after school).**
- Parents/Carers are encouraged not to call students on mobile phones during class time. Messages that need to get to a student during class time should be directed to the Front Office and a message will be taken to the student.
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of our school.
- Mobile phones are not to be used inside toilets and change rooms.
- Photographing or filming others without their consent, or sending harassing or threatening text messages, is totally unacceptable and appropriate action will be taken against any student acting in this manner.
- It is the student's responsibility to ensure that phones or other valuable devices are always stored in a safe and secure place. As the school will not take any responsibility for any loss or damage to these devices.