



## Student Mobile Phones Guidelines for Students, Parents and Staff Junior School

### Preamble

The Fahan School recognises that parents often wish their daughters to carry personal mobile phones and that there are times when it is genuinely appropriate for students to have access to a mobile phone. However, mobile phones are powerful tools and as such, must be managed appropriately. This documents set out reasonable terms of use in circumstances where students bring a mobile phone to school and/or school related activities.

### Guidelines for Students:

#### Appropriate Use

- In general, mobile phones should be switched off and out of sight during the school day.
- In some circumstances, the various attributes of mobile phones such as their cameras and recorders, may be used for educational purposes under the direction of the student's supervisor or teacher. Otherwise, mobile phones should be switched off and out of sight during class time.
- Students in the Junior School may check their phones before or after school but not during class time, morning tea or lunch. However, in general, phones should not be visible and safely stowed in school bags.
- Students should be aware of their legal obligations when using their mobile phone. No harassing or threatening messages should be sent nor photographs of students without their consent should be taken and shared.

#### Inappropriate Use

- Under no circumstances are girls permitted to use mobile phones in assembly, during class or in any school activity (including excursions, fire drills, lockdown procedures or camps) when directed not to by their teacher or supervisor.
- Under no circumstances are girls permitted to use their mobile phone ( or other messaging devices) to make arrangements to leave school should they feel unwell. Students feeling ill must speak with a member of staff who will accompany them to Reception where appropriate arrangements will be made.
- Students who use their phone to send threatening or harassing texts, messages or to take photographs without consent are breaking the law and the School will respond accordingly.
- Students should not be checking their phone during class time.
- Students are not to use their phones ( or messaging devices to contact others) during school time. Use of mobile phones is also subject to students agreeing to the terms and conditions of the ICT Acceptable Use Agreement and any other related School policies.

**Consequences of inappropriate use:** In the first instance and based upon the discretion of the teacher or supervisor, inappropriate use may result in a warning. However, repeated inappropriate use will be reported to the Head of Junior School, Deputy Principal or Principal who will deal with such behaviour which may include the confiscation of the mobile phone for a period of time deemed reasonable.

### Guidelines for Parents

- When providing their daughter with a mobile phone that they take to school, parents agree to accept the School's disciplinary sanctions for inappropriate use.
- It should be noted that the School takes no responsibility for loss, theft or damage to student's mobile phones when travelling to and from school, or during the school day or whilst at school. Lockers are not provided for Junior School students where mobile phones can be safely secured and so it is suggested that they are kept in school bags.
- In the case of an emergency, it is vital that the first point of contact is the School Reception where parents will be directed to the appropriate staff member.
- Parents should discourage their daughter from contacting them directly (including with other messaging devices) should they feel unwell or upset at school. Instead, students should, in the

first instance, notify a member of staff of their situation where appropriate and timely action will take place.

- Parents should be aware if their daughter has taken a mobile phone to school.
- Parents should not encourage students to respond to their texts unless it is before or after school.
- Any mobile phones for whom an owner cannot be located, will be handed to Reception.
- Changes to home arrangements should be directed to the Office so that relevant staff can be informed.