**Mobile Communication Policy – Students**

Perth College recognises that the use of mobile technology (phones, smart watches etc) is part of modern life and acknowledges parents may wish their child to carry a mobile communication device for personal safety reasons. The right, however, of a student to have access to a device at school must be balanced with the responsibility to use it appropriately. We also believe in the importance of face-to-face communication which builds positive relationships and interactions between students and their friends while they are at school.

Under the terms of the Mobile Communications Policy, a mobile communications device includes but is not limited to:

* mobile phone
* smart phone (such as iPhone, Samsung Galaxy etc)
* smart watch (including Fitbit and Garmin)
* tablet device (such as iPads)
* non-school provided laptop

**All Students**

* Mobile phones must only be used by students before or after school (may be used in the grounds up until 8.20 am or after 3.15 pm).
* Mobile phones must be turned off and locked in the student’s locker during the school day. In the Junior School, phones must be kept in a lock box or student locker with a padlock.
* Mobile phones are not to be taken into classrooms, assemblies, Chapel or any other whole school or cohort events on the Perth College campus.
* Mobile phones may be used for learning during class time when there is direct permission from the teacher. Prior notification will be provided to students if classroom learning will involve the use of mobile technology other than their PLD.
* Students requiring an extended stay in sick bay must leave their phone in the lock box provided.
* Mobile phones must not be used as cameras or recording devices, except in circumstances where permission of a staff member is provided.
* Permission must be obtained before recording audio, video or still images of any person, area or building at the School.
* Video recordings or photographs of students in their school uniform should not be posted online.
* No recording can be posted to any social media sites unless authorisation is provided by the Community Relations Department.
* Courtesy, consideration of and respect for others is paramount and mobile technology is never to be used to harass or damage others.
* Students need to acknowledge and sign the School’s relevant Acceptable Use Agreement prior to accessing any type of network via a mobile communications device.
* Mobile phones and smart watches cannot be taken into assessments and examinations (in line with School Curriculum and Standards Authority Guidelines).
* Mobile Technology must not be taken on camps or tours when a student is in Junior School.
* Staff may require students to switch a smart watch to ‘flight mode’ or keep them in a lock box during the school day or at school events as necessary

The care of any mobile communication device, not issued by Perth College, is the responsibility of the user. The use and securing of mobile phones and other electronic devices is the individual student's responsibility. Students bring these items at their own risk and Perth College is not responsible for any loss or damage. Parents should ensure that their child’s phones are insured as personal property.

The Hub/Junior School Reception phone is available for students to make calls to parents before school, at recess and lunch times and after school should student contact with parents be necessary.

Messages for students should go through the School Reception during school hours   
(9471 2100).

**Scope**

This policy applies to all Perth College students.

**Associated Policies and Guidelines**

Student Code of Conduct

Network Access Guidelines for Students

Positive Student Behaviour Policy

Positive Peer Relationships Policy

**Relevant Legislation**

N/A

**Review**

This policy will be reviewed every two years or sooner where there is a change in technology that warrants such a review.

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| **Date Approved** | 2016 |
| **Date for Review** | July 2024 |
| **Policy Owner** | Director of Wellbeing and Director of Junior School |
| **Authorisation** | Leadership Team |
| **Amendment History** | |
| **Date** | **Amendment** |
| July 2022 | Updated for management of smart watches and inclusion of personal laptops; updated to include reference to online posting of videos or photos in School uniform. [Director Wellbeing, Director Junior School]. |
| September 2020 | Junior School students included in the policy. [Head of Junior School] |
| May 2020 | Broadened to include reference to smart watches and updated SCSA regulations regarding assessments. [Head of Senior School] |
| 2017 | Modified usage during the school day applied to the policy.  [Dean of Students] |
| 2013 | Updated to reflect changes in technology and extension of scope statement to include all guests to the School.  [Director of ICT] |