



### MOBILE PHONE POLICY –HEAD OF EXPERIENCES/HEAD OF CREDENTIALS PROGRAMMES

#### Rationale

The increased ownership of mobile phones requires that College administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the school day when students have access to school phones and personnel. At the same time it is acknowledged that senior students, in particular, are more mobile than previously as they may be involved in traineeships, university programs and other activities which take them away from the College campus on a regular basis.

#### Responsibility

1. It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document.
2. The decision to provide a mobile phone to their child should be made by parents or guardians and parents should be aware if their child takes a mobile phone onto College premises.
3. Receiving or making phone calls will not be accepted as an excuse for being late to class.

#### Security

1. Students are responsible for the security of their mobile phone.
2. Saint Stephen's College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
3. Saint Stephen's College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the College.
4. Mobile phones which are found in the College and whose owners cannot be located should be handed into the Main Administration.

#### Acceptable Use

1. The use of mobile phones during class time is inappropriate.
2. Mobile phones should be switched off at all times while students are in class.
3. Students should be aware that phones ringing during class time are likely to be confiscated for a period of time determined by the Head of Programme and permission to have the phone at school may be revoked. Repeated infringements will result in detentions or suspension from the College. Parents are reminded that in the case of an emergency, the College Administration remains a vital and appropriate point of contact.
4. While on College premises or College related activities, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

#### Unacceptable Use

1. 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 in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Headmaster, as well as the normal consequences detailed in the College policies. Students should note that, in extreme cases, the College may consider it appropriate to involve the police.
2. Any students caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Headmaster, which is likely to include the loss of all marks for the examination or assessment item.

“There's something about  
a Saint Stephen's student.”