

Policy on the Use of Mobile Phones, Recording Devices and Cameras

DET Links

[Legal Issues No 35 last revised 2013](#)

Preamble

Killara High School acknowledges the use of mobile technology as a means of communication and organisation of information. The school community recognises that mobile technology has become an integral part of daily life. Killara High School recognises that these electronic devices may be used appropriately while students are at school. It is the inappropriate use of mobile phones/electronic devices that can become problematic and therefore requires a response from the school.

Policy

While it is understood that parents may on occasion wish to contact their child while at school it is essential that students comply with the following rules:

- Students must not use their mobile phone/electronic device during class time without the **express** permission of the teacher, but otherwise may use it before school, at recess, lunch and after school. This same rule applies when students are on excursion.
- A duty of care exists for students while they are at school. As such, parents wishing to contact their children must do so via the Office reception by phoning 9498 3722, rather than calling students directly on their mobile phones/electronic device. In addition, students feeling unwell or wishing to sign out must do so via the front office and are not to make arrangements directly with their parents.
- Use of a mobile phone/ electronic device on school premises is considered inappropriate when it:
 - disrupts or is likely to disrupt the learning environment
 - interferes with the operation of the school
 - threatens or is likely to threaten the safety, wellbeing or privacy of any person
 - is in breach of any law
 - results in communication that bullies, intimidates or harasses another person
 - results in the capture of images or filming of another person who has not given their consent. Recording without permission is illegal and totally unacceptable. Students must seek permission to capture images/film/sound of any school activities.

Activities that violate these principles will be dealt with under the Anti Bullying Policy, which may include liaison with the police.

- The policy applying to the inappropriate use of mobile phones applies equally to the inappropriate use of other similar electronic devices.
- Students bringing mobile phones and similar electronic devices to school do so at their own risk and **no** responsibility for loss and/or damage to any of these devices will be held by Killara High School.
- Students undertaking examinations/assessments in the classroom must have their mobile phone/electronic device **switched off/in off mode** upon entry into the classroom. The phone then needs to be placed visibly under the student's chair. Alternatively students will be asked to store their mobile phone/electronic device **switched off/in off mode** in their bags and placed at the front of the classroom. Failure to comply will result in disciplinary action, which could potentially impact their result. Students undertaking examinations/assessments in the Hall will be required to store their mobile phone/electronic device in crates which will be locked for the duration of the examination/assessment.

Procedures

- If a student misuses a mobile phone/electronic device:
 - A warning from the teacher should be given in the first instance
 - Continued disobedience should be referred to the Head Teacher who may deem it appropriate to place the student on Level 2 (KLA)
 - Non-compliance with Level 2 (KLA) will be referred to the relevant Deputy Principal who may deem appropriate action.
- Staff will only confiscate mobile phones/electronic devices when the student concerned has repeatedly failed to comply with reasonable instructions. In such instances, the mobile phone/electronic device will be handed to the relevant Deputy Principal for safe keeping and returned at the end of the school day. In such instances the Deputy Principal concerned will apply appropriate consequences, which may include contacting parents/caregivers.