DEFINITION:
For the purposes of this policy the term mobile device includes but is not limited to mobile phone, laptop, tablet, multimedia player and gaming console devices.

PURPOSE:
• To protect the Occupational Health and Safety of staff and students in the school,
• To reduce disruptions to lessons and school organisation generally,
• To limit bullying, harassment and other anti social behaviour among students, and
• To restrict theft and loss of mobile devices

EXPECTATIONS:
• Singleton High School recognises that students bring mobile devices to school for a number of valid reasons,
• Students will have and use mobile devices at school only within these guidelines,
• Parents and students will retain responsibility for all mobile devices brought to school, other than those confiscated by staff,
• Students will not arrange to leave the school during school hours using their mobile devices. Normal school procedures will apply. Passouts are obtained from the front office prior to school and during breaks. Parents will not arrange for their students to leave the school by calling the student’s mobile device,
• Mobile devices are not to have any material that could be considered an invasion of individual privacy, capable of being a source of embarrassment to any member of the Singleton High School community, or pornographic or offensive.

Such phones will be confiscated and not returned until a meeting has been held with the student’s parents/caregivers. In the case of a breach of law, the phone will be handed to police.

NOTE: Any evidence that a phone is being used as an instrument of bullying or harassment will be viewed as an infringement of the Singleton High School Anti-Bullying policy and will be treated as a serious offence.

PROCESSES:
• Students may use only use the mobile phone or messaging function of a mobile device before and after school, and during recess and lunch breaks,
• Mobile devices must not be used in the classroom, except under direct teacher instruction, as an aid to the student’s learning and in context of the lesson as part of the school BYOD policy,
• Students will not take mobile devices into examinations or assessment tasks,
• Students will not take photos or make video recordings with their phones without permission of the subjects,
• Three stages to the confiscation of all mobile devices:
  ➢ 1st stage - a verbal warning is given to student to put the offending item away,
  ➢ 2nd stage - if student does not cooperate a note will be given to the student by staff and the student asked to report with the offending item to the Principal reception area. When the item is secured and the note is co-signed, the student is to return to class with the note.
  ➢ 3rd stage – The mobile device will be confiscated, stored with the Principal’s receptionist and student will need to arrange for a parent to collect their mobile device. These offenders will be dealt with using the school’s referral processes.

This policy is current as of 1/12/2014