

Student refuses to hand over mobile phone and/or recording/music device when student has used phone and/or device in class, or student has had phone/device out in class, or phone/device disrupts normal operation of lesson without authorization:

Orange Level—Matter referred to Administration—device will be impounded for one week. It may be collected by a parent/carer. Second offence letter sent—recorded on anecdotes.

If student fails to surrender device to Administration - possible suspension.

Student is seen by a staff member using a mobile phone or recording device during an examination or other supervised testing situation.

Red Level —Referral to Administration and possible suspension.

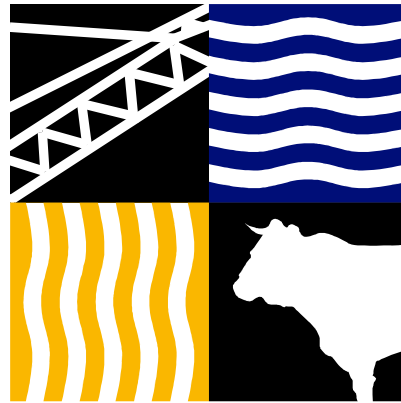
Student is found to be in possession of material on a phone or other storage device, which is in breach of the school's Responsible Behaviour Plan or ...

is pornographic or anti-social in nature, or identifies Moura SHS staff or students by location, actions, or uniform.

Student is found to be the publisher of an internet site and unauthorised recorded material from the school grounds is on the site, identifying Moura SHS staff or students by location, actions or uniform.

Red Level—Possible suspension and the possibility of police involvement, based on the nature of the video or photographic material. Suspension options include 1-5 days, 6-20 days, recommendation for exclusion.

MOURA STATE



HIGH SCHOOL

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SCHOOL

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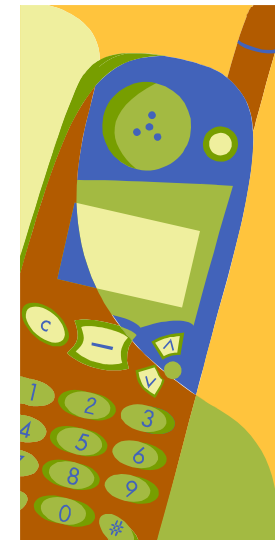
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MOURA STATE HIGH
SCHOOL

COMMUNICATIONS
DEVICE POLICY

Mobile Phones & Associated
Technologies





RATIONALE

The Moura SHS Communications Device Policy has been formulated in consultation with students, staff and parents. Education Queensland Guidelines have been used in the creation of this document, namely SCM-PR-003; *Appropriate Use of Mobile Telephones and other Electronic Equipment by Students*. This includes, but is not exclusive to, MP3 players, iPODS, Gameboys, PSPs, PDAs, mobile phones, recording devices, portable DVD players, digital cameras and other photo or voice recording equipment. It may include personal laptops.


As part of preparing students for future workplace, or career, in accordance with the school motto 'Strive Today to Build Tomorrow', we believe that communications devices have a place in society, but not in the workplace (classrooms, learning and work areas). Moura SHS is the workplace for more than 30 staff and 190 students and should reflect common practices in greater society, including expectations and conduct.

Increasing sophistication of mobile phone technology presents a number of issues for our school:

- The high monetary value of many phones
- The integration of cameras into phones, leading to potential child protection and data protection issues
- The potential to use the phone eg texting while on silent mode
- The range of functions now commonly available on phones

Communications Device Policy

It is not realistic to prohibit phones from being brought to school, nor is it logistically possible for schools to collect phones each morning and return them to students in the afternoon. Students will be able to bring mobile phones with them under the conditions outlined:-

1. Phones must not be used (normal or silent mode) for any purpose (eg phoning, texting, surfing the net, taking photos or videos) in the school, unless in accordance with Point 9. 
2. Phones must be always switched off (not on silent mode) and kept out of view, unless in accordance with Point 9.
3. Students are to display courtesy, respect and consideration for others when using communications devices in the school.
4. Camera functions on mobile phones are not to be used at **ANY** time, unless with the express written permission of a teacher / (eg assessment, English oral)
5. If a person has breached these rules they are subject to the guidelines in the Communications Device Policy.
6. Students who feel unwell **MUST** contact home via the front office, **NOT** use their mobile phone. This allows first aid staff to monitor the sick person while they wait to be collected.
7. Students sent out of class for behavioural reasons are not to phone parents. The school will determine when parents are called.
8. We would very much prefer that mobile phones were not brought to school but do realise that parents may need to keep in contact with their children before and after school. It is the responsibility of the student not to have the phone seen or heard during school lesson times.
9. **Students will be able to use their phones in the playground or at the office block before school or during lunch times only. (Up to 8.45am, 11.25am—12.05pm, 1.20pm—1.45pm). Staff will supervise the area and ensure that this is being done.**



Communications Device Policy—Cont'd

10. Parents who need to urgently contact students must do so through the front office. Staff will ensure that students receive messages.
11. Students who are on spares are required to make phone calls / receive messages in the office area **ONLY**.
12. Students bringing communications devices to school do so at their own risk and Moura State High School takes no responsibility for their loss, damage or theft.

Music Devices (MP3's etc)



These devices are not permitted during class time, but are permitted before school, during lunch time or after school (up to 8.45am, 11.25—12.05pm, 1.20—1.45pm). If the MP3 player is a communications device with Send / Receive / Record capability (ie MP3 Player built into mobile phone, iPod with camera, etc) it falls under the jurisdiction of a Communications Device and is managed accordingly (ie not to be permitted during class time).

CONSEQUENCES OF INAPPROPRIATE USE

If students are found using a communications or music device during class time and/or between classes (without permission):-

First Offence—Green Level—staff member will send student to the office to hand the phone in. This will be made available for collection from the office at 3.00pm. The incident will be recorded in a register.

Second Offence—Orange Level—staff member will send the student to the office. The phone will be impounded for one week. It may be collected by a parent/carer.

Third Offence—Orange Level—Referral to administration—deliberate disobedience/failure to follow instructions; possible suspension. *(Cont. Overleaf)*