

Acceptable Use of Mobile Phone, SIM-enabled and Electronic Devices Policy

1. Purpose and Objectives

Canterbury College’s Acceptable Use of Mobile Phone and SIM-enabled and Electronic Devices Policy acknowledges that there are many valid uses of mobile phones, SIM/Bluetooth enabled and other wearable technology. However, there are also social and educational concerns in the use of such devices during the academic day or College activities and therefore must be carefully regulated to prevent inappropriate use.

Fundamental Beliefs

Canterbury College believes:

- Mobile phones, SIM-enabled devices and electronic devices are an accepted part of daily life for many people.
- A positive classroom environment that fosters learning must be the focus of teachers and students.
- Students must be fully aware of the expectations regarding use of these devices and the consequences of not adhering to expectations.
- The College image and “brand” is valuable and hence it will promote and protect itself to maintain its fine reputation in the community.

Objective

The objective of the Acceptable Use of Mobile Phone and SIM-enabled and Electronic Devices Policy is to establish a positive learning community that is not interrupted by use of these devices by:

- Providing students with information about the appropriate use of devices.
- Setting clear boundaries around when students can access devices.
- Improving student learning.

2. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
Mobile Phone	Mobile phones are any telephone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network.
SIM-enabled Device	A SIM-enabled device is any device that uses a SIM card (subscriber identity module) to access cellular telephone services or data. This includes but not limited to mobile phones, smartwatches, iPads or other tablet devices.

Electronic Device	Other electronic devices include, but not limited to, smartwatches, iPads, iPods, other tablet devices, digital cameras, or other sim-enabled wearable technologies.
Users	Includes staff, students and by default parents/guardians of enrolled students as accepted under the Enrolment Contract.
Social Media	A group of web-based applications that enable the creation and exchange of user-generated content. Social Media occurs in a variety of formats including chat rooms, web blogs, social blogs, wikis, microblogging, internet for a, podcasts, pictures, video and rating and social bookmarking. Examples of Social Media include but are not limited to Facebook, LinkedIn, MySpace, YouTube, Flickr, Vimeo, Instagram, Tik Tok, Snapchat, Discord and Twitter.

3. Policy Scope/Coverage

This policy covers all Canterbury students in relation to access to devices during the school day and while on school grounds before or after the school day.

4. Policy statement

4.1 Acceptable Use

- 4.1.1 Mobile phones, SIM/Bluetooth enabled, and other electronic devices are brought to the College by students at their own risk. The College does not accept responsibility or liability for loss or damage of student property and does not have insurance which would cover such loss or damage.
- 4.1.2 Students in the Junior School must store their phone, SIM enabled device or device enabled to record sound or images at the Junior School Administration every day. A student in the Junior School is not permitted to have the mobile phone or other listed device on them or in their locker.
- 4.1.3 Students in Years 7, 8 and 9 must register and store their phone at Senior School Administration every day. Students in Years 7, 8 and 9 are not permitted to have the mobile phone on them or in their locker.
- 4.1.4 Between the hours of 8:00 am, and 3:20 pm, students in Years 10 – 12 must have their mobile phone locked in their locker. They are not to have their mobile phone with them between these hours.
- 4.1.5 Students will only use their mobile phones as part of their academic learning when their classroom teacher has permission from the Assistant Head(s) of Senior School or Head of Senior School.
- 4.1.6 The pairing of non-SIM enabled wearable technology is prohibited between 8:00 am and 3:20 pm and enable flight mode used on these devices where possible.
- 4.1.7 All mobile phones and other electronic devices must be turned off during fire

evacuations or lockdowns as use could pose a significant risk.

- 4.1.8** Devices which are enabled with digital recorders, digital cameras, or the ability to capture digital images or video, are not to be used at the College unless it is part of academic learning and approval has been given by the Assistant Head(s) of Senior School or the Head of Senior School and the permission of all people who will be photographed/videoed or otherwise recorded.
- 4.1.9** During scheduled examinations, mobile phones, SIM/Bluetooth enabled, and other electronic devices must not enter the examination room and should be left at Senior School Administration, in lockers, or at home.
- 4.1.10** Students will be advised by the organiser of any College-related camps, retreats, excursions, inter-school sport or other College activity whether permission is granted to take and use a mobile phone or another electronic device while undertaking these activities.
- 4.1.11** Students must not use their mobile phone or other electronic device to contact their parents and/or arrange to be collected from the College if they feel unwell. Students should go to Care Central, where College staff will contact their parents.
- 4.1.12** Students who use mobile phones or electronic devices to monitor their health (for example diabetes) will be permitted to keep their mobile phone or device on them during the day. These students must provide medical documentation outlining the care plan as part of our enrolment and pastoral care processes.
- 4.1.13** Students who use mobile phones or electronic devices as an educational support tool, outlined in their Individual Education Plan, will be permitted to keep their mobile phone or device on them during the day. The mobile phone or electronic device may only be used under staff direction. These students must provide educational assessments or medical documentation outlining this as a reasonable adjustment.

4.2 Unacceptable Use

- 4.2.1** Any student who uses their mobile phone, SIM/Bluetooth enabled, or other electronic device to menace, harass or offend another person may be charged with a criminal offence. Further school-based disciplinary action may also be taken in line with the Canterbury College Code of Conduct and Behaviour Policy.
- 4.2.2** Students who use a mobile phone, SIM/Bluetooth enabled, or other electronic device at the College to engage in such behaviours as outlined in 4.2.1, or take unauthorised photos or video footage, or post private

information about another person, will have their mobile phone, SIM/Bluetooth enabled, or other electronic device confiscated and their right to have this device at the College reviewed. Further school-based disciplinary action may also be taken in line with the Canterbury College Code of Conduct and Behaviour Policy.

- 4.2.3** Students are not permitted to use their mobile phone, SIM/Bluetooth enabled, or other electronic device to “hotspot” while at the College. Students who choose to “hotspot” will have their mobile phone, SIM/Bluetooth enabled, or other electronic device confiscated and their right to have this device at the College reviewed. Further school-based disciplinary action may also be taken in line with the Canterbury College Code of Conduct and Behaviour Policy.
- 4.2.4** Students caught using a mobile phone, SIM/Bluetooth enabled, or other electronic device to cheat in an examination will face disciplinary action as outlined in the Assessment Policy and Behaviour Policy.

5. Guidelines/Procedure/Process

5.1 Responses to Unacceptable Use

Breaches involving the use of mobile phones, SIM/Bluetooth enabled devices; the following consequences apply:

- 5.1.1** First Offence – the device will be confiscated until 3:20 pm and must be collected by a parent/carer from the Junior School or Senior School Administration. A written notification will be sent home.
- 5.1.2** Second Offence – the device will be confiscated until 3:20 pm, must be collected by a parent/carer from the Junior School or Senior School Administration and a Tuesday/Thursday afternoon detention will be issued. For students in Years 10 - 12, the device must be handed into Senior School Administration each day for the remainder of the term. A written notification will be sent home.
- 5.1.3** Third Offence – the device will be confiscated which must be collected by a parent/carer from the Junior School or Senior School Administration, a suspension immediately issued, and phone privileges may be revoked. A written notification will be sent home.
- 5.1.4** In the event that a parent/carer is unable to get to the Junior School or Senior School Administration prior to their closing to collect the device on the day it is confiscated, written acknowledgement is required from the parent/carer by signing and returning the letter issued at the time of infringement.

6. Roles and Responsibilities

Students:

- Students in Junior School and Years 7, 8 and 9 who are bringing a mobile phone to school must hand their mobile phone in to the respective School Administration at 8:00am or upon arrival to school, if arriving after 8:00am.
- Students in Years 10-12 who are bringing a mobile phone to school must keep their phone in their locker between 8:00am and 3:20pm.
- Students who are asked to hand over their phone to a staff member because they have failed to hand in their mobile phone or store it in their locker must comply with the staff member's request.
- Students will present to Junior or Senior School Administration or Care Central if they need assistance. Students are not permitted to contact parents/carers during the school day.
- Students will take responsibility for their actions regarding mobile phone, SIM-enabled and electronic devices and serve any consequence issued.

Parent/Carer:

- Parents/carers should determine the need for a student to have a mobile phone, SIM-enabled or electronic device at school.
- Parents/carers will collect the mobile phone, SIM-enabled or electronic device from Junior or Senior School Administration in the event it is confiscated from a student. If a parent chooses to collect the mobile, SIM-enabled, or electronic device at a later date, the College is not responsible for loss or damage.
- Parents/carers will support the College policy and any consequence issued after a breach of the policy.

College Staff:

- College staff will educate and advise students of their responsibilities regarding mobile, SIM-enabled, and electronic devices.
- In the event a device is confiscated, College staff will deliver the device to Junior or Senior School Administration before 3:15pm. The respective School Administration staff will notify parents/carers of the need to collect the device.
- College staff will notify all staff, parents/carers, and students of any updates to the policy.
- College staff will ensure the policy is published to the College website.

7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with the College’s policy review processes. Canterbury College, however, reserves the right to review this policy at any time.

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Related Policies/Procedures:	Student Behaviour Policy Responsible Use of Technology Policy Assessment Policy Canterbury Code of Conduct
Acknowledgements:	