



Mobile Phone Policy

GRC Penshurst Girls Campus

Policy Statement

GRC Penshurst Girls Campus has an extensive phone system and SMS messaging that provides prompt and clear communication between parents and school. We do understand that student mobile phones can provide emergency contact that can support and protect our students. In an emergency, parents may contact the school by phoning the Office staff. Students who have an urgent need to contact parents will do so via the Office staff or a member of the school Executive.

Therefore GRC Penshurst Girls Campus policy is:

- Mobile phones may only be brought to school for emergency use or safety reasons.
- They must be turned off upon entry to the school grounds and be kept turned off in school back packs for the duration of the day, including **all** lessons (both indoors and outdoors), break between lessons, recess and lunch. This also includes within school hours outside of the school during all sports activities, excursions or school evacuations.
- During assemblies students will take their phones and wallets with them and keep secure in their pants or skirts pockets NOT their shirt pocket. They will leave their backpacks in the classroom. In PE classes where their backpacks are kept separate from the class the students can take their personal items and give them to the teacher to store separately.
- Students using mobile phones at school will have their phones (including SIM card) confiscated for a period negotiated with parents and placed within the school for safe-keeping.
- Repeated refusal to adhere to this policy may incur longer penalty periods and a continual offender may face suspension for persistent disobedience.
- Any student who is found to be using mobile phones inappropriately, including bullying and harassment, accessing inappropriate websites will have sanctions imposed and parents will be contacted. This may also involve Police notification, depending on the severity of the actions by the student.

Lost or Stolen items

Please note that students who bring devices such as a mobile phone or iPod to school do so at their own risk and the school will not allocate valuable time or resources to the investigation of lost or stolen phones or iPods. The school takes no responsibility for loss or theft of these items.

Mobile Phone Procedures

Parent's responsibilities

- Please do not call or text your child's phone during the school day.
- In an emergency, call the schools number 9580 3141 in order to communicate with your child.
- Update the school if there are any changes to home or parent mobile numbers for emergency contact or SMS regarding absence or lateness.

Student's responsibilities

- Mobile phones are to be switched off upon entry to the school grounds and secured by the student.
- Mobile phones are not to be used at any time throughout the school day.

Teacher's responsibilities

- If the student uses a mobile phone the teacher asks and collects the phone from the student.
- The Teacher records the details and at the end of the lesson takes the phone and student to the head teacher.

Head Teacher's responsibilities

- The head teacher takes the phone, checks the student details on slip and attaches top half to phone in a plastic bag and gives the student the bottom half. The head teacher locks the phone in a secure place and gives it to the Deputy.

Deputy's responsibilities

- Deputy collects and stores the phone securely.
- Deputy records the infringement on RISC.
- Contacts parents regarding negotiated return.

Continued disobedience

- If the student continues to disobey the school rules or staff instructions the student will be given a warning of suspension, leading to possible suspension if there is no change in the student behaviour.

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