



Mobile Phone Policy

Status:	Current	Supersedes: All previous Rockhampton Girls Grammar School Mobile Phone policies
Authorised by:	Girls Grammar Executive	Date of Authorisation: March 2024
References:	This position paper should be read in conjunction with: <ul style="list-style-type: none">• <i>Rockhampton Girls Grammar School Student Code of Behaviour Policy</i>• <i>Rockhampton Girls Grammar School Acceptable Use of Technology and Social Media Policy</i>• <i>Rockhampton Girls Grammar School Social Student Planner</i>• <i>Rockhampton Girls Grammar School Camp Program Position Paper</i>	
Review Date:	This policy will be reviewed annually to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: March 2025
Policy Owner:	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	Access: Public - via the Rockhampton Girls Grammar School's web page at: www.rggs.qld.edu.au



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PURPOSE OF THE POLICY

The aim of this policy is to provide guidelines for the use of mobile phones at Rockhampton Girls Grammar School in order to provide:

- a safe learning environment free from inappropriate mobile phone use (including cyberbullying) or distractions.
- greater opportunities for positive social interaction and physical activity during out of class times.

SCOPE

These guidelines apply to all students at Rockhampton Girls Grammar School. It is the responsibility of students who bring mobile phones onto the school premises to adhere to the guidelines outlined in this document.

Parents are asked to support students and the School by not communicating with their daughters during the school day. Where a parent needs to talk to their daughter urgently, a message can be organised by calling or emailing Reception.

SECURITY

- Students are responsible for the security of their mobile phones. Day students must ensure they remain locked in their locker throughout the day or handed in at Student Services. Boarders will leave their phones in the boarding house.
- The School accepts no responsibility for lost, stolen or damaged mobile phones, whether at school, whilst travelling to and from school or when at school-sanctioned activities.
- Phones should be clearly marked with the student's name.
- The School recommends that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their passwords/pin numbers confidential.
- Students are not to allow other students to use their phones.

ACCEPTABLE USE

- Use of mobile phones whilst on school property and/or during designated school hours (8.00am – 3.00pm) is prohibited, unless requested by a member of staff with approval granted by a member of the Executive. The exception to this is for boarding students during out-of-school hours where phone use will be managed by the relevant staff in accordance with boarding guidelines.
- Mobile phones must be switched off during the school day.
- Use of mobile phones during the school day will result in the phone being confiscated for the remainder of the school day. Repeated breaches may see permission to have the phone at school revoked. In an emergency, Reception remains the appropriate means of communication between parents and students.

INAPPROPRIATE USE

It is a criminal offence to use mobile phones to menace, harass or offend another person. Under no circumstances are students permitted to use their phones to:

- engage in personal attacks or harass or bully another student, staff member or other individual;
- post private information about another person. This includes sending text messages or posting messages using any online platform;
- take or send photos, video, or audio of other students or staff members or post them online;
- use vulgar, derogatory or obscene language;
- engage in any activity, or post any comments or messages, that bring the school into disrepute.

Engaging in any of the above activities will result in immediate disciplinary action which could include reporting to the police.

Mobile phones are not to be taken into any exam venue. Any students caught using a mobile phone to cheat in exams or assessments will face disciplinary action as determined by the Principal.



PROCEDURES

PRIMARY SCHOOL STUDENTS (PREP TO YEAR 6)

Rockhampton Girls Grammar School discourages Primary students from bringing mobile phones to school. Communication regarding illness, early pick up or emergent situations must be made through Student Services.

In the event a Primary student requires a mobile phone:

- parents must put their request in writing to the Deputy Principal – Students.
- the phone must be handed in at Student Services upon arrival at school. The phone must be clearly labelled with the student's name.
- the student must collect the phone from Student Services at the end of the school day.

SECONDARY STUDENTS (YEARS 7 – 12)

Rockhampton Girls Grammar School discourages secondary students from bringing mobile phones to school where possible. All communication between parents and students can be made through Student Services.

- Phones are handed in to the front office under the same conditions as above;

OR

- Phones are to be turned off and kept in the student's locker and are not to be used during the day for any reason. They may be turned back on at the conclusion of the school day when students are leaving school grounds.

Sports days, excursions, camps, and any school-organised activities are treated as school days therefore mobile phones are not to be used during these activities.

If the need arises to make a phone call, students should go to Student Services where they can make their call.

BOARDING SCHOOL STUDENTS

Students must put their phones in the phone storage room before they leave the boarding house to attend school. They will also put their phone in this room for prep and overnight.

Students attending appointments offsite, or departing school during the school day, are permitted to leave their mobile phone in the Head of Boarding office to collect prior to departure.

Students may only have one phone and/or SIM card at School.

EXEMPTION – MEDICAL REASONS

An exemption to this policy will apply only for those students who have a medical condition, supported by written documentation, such as a Health Plan, provided by a medical professional which clearly states the requirement of a mobile phone for health and safety reasons e.g. monitoring of blood sugar levels for diabetes.

Approval will then be given by a member of the Executive.

BREACHES OF THIS POLICY

- In the first instance, the phone will be confiscated and given to the Deputy Principal - Students where the student can collect it at the completion of the school day. The student will receive a one day referral to the Reflective Thinking Room.
- In the second instance, the phone will be confiscated and given to the Deputy Principal - Students for collection by the parent (day) or Head of Boarding (boarder). The student will receive a two day referral to the Reflective Thinking Room. At the discretion of the Deputy Principal – Students, the student may be required to hand in their phone to Student Services at the beginning of each day.
- In the third instance, the phone will be confiscated and given to the Deputy Principal – Students for collection by the parent (day) or Head of Boarding (boarder). The student will receive a three day referral to the Reflective Thinking Room. Permission to carry a phone will be withdrawn for a period of time deemed appropriate by a member of the Executive.



- Boarders breaching the policy outside school hours will have their phone confiscated and given to the Head of Boarding. In the first instance the phone will be confiscated for 24 hours. Any further breaches will incur a longer confiscation period.
- Further breaches of the mobile phone policy will result in additional disciplinary action.
- Behaviour which breaches the Mobile Phone Policy, as well as other School policies, will incur additional disciplinary action.