



# MOBILE PHONE POLICY & AGREEMENT 2022

ROTARY RESIDENTIAL COLLEGE

**Students may possess a phone at the College providing they have parental permission.**

1. Students must hand in their mobile phone to staff at bedtime.
2. Students may collect their phone in the morning after they have attended breakfast
3. The College will store students' mobile phone and restrict student access, at the parents' request.
4. Student may use their mobile phones around the college but must abide by the following rules:
  - No phones are to be used or out in the dining room at any time, this includes all meal times and whilst completing duties.
  - If students are to make a phone call while in a common area (Recreation Rooms, Swan administration etc) they are to take the call outside, students must respect others when in the common areas.
  - If a staff member approaches a student, the student must put their phone away immediately and communicate with the staff member.
  - Students are not to film, take photos or upload any images or footage of staff.
  - Students are only allowed to film, take photos or upload any images of other students with the student's permission only.
  - If students do not comply with the above rules staff have the right to confiscate their phone.
5. If the phone is used for inappropriate purposes, interferes with College procedure, or affects student behaviour, etc there will be consequences / discipline. This will usually involve confiscating of the phone but will escalate for multiple offences such as; Bullying, Spreading Gossip, Pornography (Picture, Video, Text or Live Streaming), Swearing or Abusive language, some types of Gaming, Abuse of Personal Networking, Bypassing College Procedure, Recording of Staff or other students without their permission.
6. The College cannot be held responsible for any loss or damage to mobiles.
7. Phones must be labelled with student's name and the College will label the phones for the students.
8. The College strongly recommends that parents ensure "blocks" or restrictions are placed on the phone. This can include denying access to 1900 and other premium numbers, restricting phone credit, monitoring of student activity if the technology exists
9. Students must expect their phone to be inspected by Management if the phone is confiscated and Management have reason to believe the phone is being used in an inappropriate manner.
10. Phones should have a password on it to avoid unauthorised use.
11. The College will respect and comply with individual schools' mobile phone policies.
12. Students are allowed to have one mobile phone only, if students are caught with a second phone, they both will get confiscated overnight. The student may have one phone back the following day and the other phone will be placed in their file to be taken home at the end of term.
13. This mobile phone agreement works in conjunction with the RRC Mobile Phone Policy.

	<b><i>Phone Number</i></b>	<b><i>Brand /Model</i></b>	<b><i>Colour</i></b>	<b><i>MAC Address</i></b>
<b><i>My Phone</i></b>				



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- 1.1. The widespread ownership of mobile phones among young people means that Rotary Residential College takes steps to ensure that mobile phones are used responsibly at the College. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2. The College has established the following Acceptable Use Policy for mobile phones that provides supervisors, students and parents guidelines and instructions for the appropriate use of mobile phones while enrolled at the College.
- 1.3. Students, their parents or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to the College.

Rotary Residential College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to the College. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

## 2.1. Acceptable use:

Rotary Residential College accepts that there are certain circumstances in which mobile technology may be legitimately used. While acknowledging that young people use technology in different ways to older generations, they do not need to be connected all the time.

- 3.1. It is the responsibility of students who bring mobile phones to the College to abide by the guidelines outlined in this document.
  - 3.2. The decision to provide a mobile phone to their children should be made by parents or guardians.
  - 3.3. Parents should be aware if their child takes a mobile phone to the College.
  - 3.4. Permission to have a mobile phone at the College while under the College's supervision is contingent on the College having on record a signed copy of the attached parent/guardian permission attached to this policy. Parents/guardians may revoke approval at any time.
- 4.1. Mobile phones must be used in accordance with the above mobile phone agreement. Using features of the phone such as audio recording, taking pictures or video, listening to music, and such constitutes "using a mobile phone".
  - 4.2. Parents are reminded that in cases of emergency, the College office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
  - 4.3. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the College.
  - 4.4. Mobile phones must not disrupt others.
  - 4.5. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
  - 4.6. It is forbidden for students to use their mobile phones to take videos and pictures or make audio recordings of acts to denigrate and humiliate that person and then send the pictures to others or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any person without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.



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4.7 Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College.

- 6.3. Mobile phones that are found in the College and whose owner cannot be located are to be handed to front office reception.
- 6.4. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the College and on college outings.
- 6.7. Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used. See your service provider for more details.

- 7.1. Any student/s caught using a mobile phone contrary to their school's mobile phone policy will face the disciplinary action of that school.
  - 7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
  - 7.3. Students may not transfer, receive, or store any illegal or inappropriate data such as pictures/video/audio from any other device.
  - 7.4. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.
  - 7.5. If the phone is used in an unacceptable way off the College grounds and the data is found to be on the students' phone while on College property, it will constitute a violation of this policy and disciplinary action will be taken. The Manager(s) reserve the right to determine what appropriate or non-appropriate material is.
  - 7.6. Handing in a 'dummy or second phone' at any time is an offence.
  - 7.7. Students must hand in their mobile phones at bed time.
  - 7.8. Students must comply with the intention of this policy. Arguing with staff will not be tolerated.
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- 8.1. Should the student's phone be used in a manner contrary to this policy, the student's phone will be confiscated by the staff in charge for a period time. Subsequent breaches will result in the phone being confiscated for longer periods of time. Habitual breaches will result in the student no longer permitted to have a mobile phone at the College. In all instances the College staff will review the content stored on the phone. Students that are found to be in the possession of a phone while under discipline must expect their enrolment at the College to be suspended or terminated.
  - 8.2. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.
  - 8.3. Students using mobile phones to bully other students must expect to have their enrolment at the College suspended or terminated.

*It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As with all such incidents, the College may report the matter to the police.*



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- 9.1 Students should mark their mobile phone clearly with their name.
- 9.2 Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, picture and video messages via the usual phone networks, the internet or blue tooth and infra-red connectivity.
- 9.3 Students who bring a mobile phone to the College should leave it locked away in their room/bag when they arrive. To reduce the risk of theft students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them, at all times.
- 9.4 The College recommends that parents block "Premium SMS" services. This may be done by calling your service provider and requesting the block.
- 9.5 The use of "Data Packs" should be discouraged as this gives the students cheaper access to the internet. Internet access is not required for personal safety reasons but poses a risk for data abuse by students.

10.1. Students may collect their phones from Reception after breakfast each morning to go to school, shops, excursions, outing, leave etc.

10.2. The phones may be retained by the students during the day including weekend days.

10.3. The phones will be collected by staff every evening at bed time.

**10.4 Students may hand their phone to staff at reception at any time**

11.1. We have read and understood the above information about appropriate use of mobile phones at Rotary Residential College and I understand that this form will be kept on file at the College and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

11.2. We give my child permission to possess a mobile phone at the College and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while enrolled at the College, as outlined in this document.

11.3. We give permission for College management to access my child's mobile phone and examine any files or records on the phone if management deems necessary.

11.4. We also accept that the College will administer the sanctions as described above in the case of unacceptable or inappropriate use of the phone.

