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## The King's School Linbro Park Cellular Phone Policy

Cellular Phones provide an efficient, convenient means of communication between learners and their families or guardians, especially in the event of unforeseen circumstances. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning.

The King's School Linbro Park has, therefore, established the following Policy that provides educators, learners and parents guidelines and instructions for the appropriate use of cellular phones at school. In order for learners to bring a cellular phone to school, learners and their parents or guardians must first read, understand and agree to the Policy. The Policy for cellular phones applies to learners during school hours. For the purposes of this document, "school hours" is defined as including classtime, time between classes, breaks, school trips, extra-murals, detentions and any other school-sanctioned event during the school day.

Under normal circumstances, any necessary communication between learners and their family members or guardians during the school day should be facilitated through the school office. Family members or guardians may leave a message with the school receptionist who will endeavour to pass the message on as quickly as possible. Learners needing to make emergency phone calls may do so through the school receptionist. Public phones using both coins and cards are also available to learners to use before or after school and during breaks.

**Learners and staff members are permitted to bring cellular phones to school, but are subject to the following general procedures:**

1. During school hours, learners are not permitted to have cellular phones on their person or in their school bags.
2. During school hours, all cellular phones brought to school by learners must be switched off and turned in to the school office or kept inside a secured school locker. Cellular phones may be collected again at the end of the school day. Learners participating in any after-school activities or on detention must ensure that their cellular phones are kept inside a secured school locker or switched off and handed in to the manager/coordinator of the activity/detention until the activity/detention is finished.
3. The camera/video/audio recording functions (available on some cellular phones) **must not be used on the school property** as it does not comply with the guidelines of this policy and use of these features may infringe upon the privacy of others.

4. A learner found violating these procedures will be subject to the following consequences:
  - On the first offence, the learner will have his or her phone confiscated for a period of one week,, and will be placed in a Friday detention.
  - On the second offence, the learner will lose the privilege of bringing a cellular phone to school. A Saturday detention will be given, and a warning letter regarding refusal to comply with this policy will be issued..
  - If there is a third offence, the learner will face a disciplinary hearing for repeated refusal to comply with this policy.
5. Educators must keep their cellular phones secure at all times and must ensure that their cellular phones are switched off or on silent while they are in class.
6. The school accepts no responsibility for cellular phones that are lost, stolen or damaged during school hours. The school accepts no responsibility for learners, parents or staff members who lose or have their mobile phones stolen while traveling to and from school.
7. It should be noted that it is a criminal offence to use a cellular phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, the school may consider it appropriate to involve the police. Learners using cellular phones to bully other learners will face disciplinary actions as stipulated in The King's School Linbro Park Bullying Policy.
8. While on school property or during school hours, learners may not send, view, download or share any material that is illegal or inappropriate. This includes pornography of any kind; pirated games, music, software or other items; messages containing language deemed to be crude, insulting, racist or sexually explicit. Learners found in violation of these stipulations will have their cellular phones confiscated immediately and the privilege of bringing a cellular phone to school will be withdrawn. Their parent or guardian will be contacted and a disciplinary hearing will be conducted.

**Please note,** The King's School Linbro Park reserves the right to instruct a learner to submit his or her cellular phone for inspection, along with any relevant passwords, if there is a suspicion that his or her cellular phone contains illegal/inappropriate material, has been used to bully other learners, or has been used for any other activity deemed to be illegal or inappropriate.

## References

Marist Regional College, *Student Mobile Phone Policy*.

Hale School, *Mobile Phones*.