MOBILE PHONE USAGE AND GUIDELINES FOR SCHOOLS

Catholic Education Office Toowoomba recommends mobile phones **NOT** be brought to school or used in school time.

1. Mobile phones must be handed in at the office and turned off between 8.20am and 3.00pm.
2. Mobile phones must not be used in morning tea or lunch breaks or at any time between 8.20am and 3.00pm.
3. An urgent phone call may be made during school hours through the student reception office.
4. Mobile phones must never be taken into class.
5. Use of mobile phones must never be used to breach school policies. (Anti Bullying, Privacy, Student Welfare and Behaviour, Child Protection, Information Technology Policy).
6. Mobile phones must not be used in any manner or time that is disruptive to the normal school routine.
7. Any student needing to leave the school because of sickness or emergency MUST report to student reception or sick bay and parents contacted through that office. Parents must not be contacted via mobile phone such that the student leaves the school without notifying reception.

**Consequences of Breach**

1. Disciplinary measures for breach of these guidelines will vary according to the seriousness or frequency of the breach but may include suspension and exclusion from the school.
2. Behaviours that will attract serious penalties will include:
   - bullying/harassment/extortion/threats
   - unauthorized photographing or recording
   - identifying the school or students
   - misuse in exams/assignments
   - offensive messages
   - discrimination
   - Breach of Gospel Values of respect and caring.

   Should students be found to have a mobile phone in class the following consequences will apply:
   a) The phone will be confiscated by the teacher, and held at the office.
   b) The student will retrieve the phone at end of school – 3.00pm and will be issued a warning.
   c) More than one confiscation will result in lunchtime detention and parents notified.

3. **Security and Liability**
   Mobile phones are brought to school at their owners’ risk. NO liability will be accepted by the School in the event of loss, theft or damage of phones.