There is a range of technology available today including mobile telephones, pagers, digital cameras, portable CD and MP3 players/iPods, personal digital assistants and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

Wiley Park Girls High School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Taking photographs or videos while at school or engaged in school-related activities by students, may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

Where students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:

**Student Responsibilities**

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk. Phone security is the student’s responsibility. They are easily stolen, difficult to retrieve and should not be left unattended.

- Students must not use mobile telephones or other devices to disrupt the learning environment, the safety of students and staff or interfere with the operation of the school.

- Students are permitted to have mobile phones at school. However, while in class mobile phones must be switched off and out of sight.

- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension.

- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all cases.

**Improper use of mobile telephones or other electronic devices.**

Wiley Park Girls High School is committed to the creation of a safe and respectful environment for all staff and students. In response to this, a student will have her mobile phone confiscated, if during class time:

- the student’s mobile phone is visible,
- the students phone rings,
- the student is seen sending or receiving messages, or
- the student allows another student to use her phone.

A student will also have her mobile phone confiscated if she uses it to take photographs while at school. Mobile phones confiscated by teachers will be given to the Deputy Principal or Principal and held in safe keeping. Theses may be collected after school following a meeting with the Deputy Principal or the Principal. Students who persistently fail to cooperate with this rule may be suspended.

**Emergency Contact**

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school’s main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school’s main office.