



STPATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.13

Mobile Phones - Staff

Version 4: 28 February 2014
Ratified by Board of Directors: May 2014
Review Date: May 2017





POLICY

The use of Mobile Phones has become an important aspect of modern lifestyle and a major form of communication. St Patrick's Technical College staff are expected to use mobile phones in an appropriate manner whilst at the College.

St Patrick's Technical College has established clear guidelines for students in the use of mobile phones, refer *Policy 5.17 - Student Mobile Phones*.

In summary the policy states,

"Students at St Patrick's Technical College will TURN OFF all mobile phones during lessons.

Mobile phones may be collected and stored securely during lessons at the discretion of the teacher.

Mobile phones with cameras should be used responsibly. The Privacy Act protects students from having their photograph taken without consent.

Students are only permitted to use their mobile phones before or after College or at official break times (i.e. recess and/or lunch).

Appropriate action will be taken against any student who photographs or films other individuals without their consent, downloads and displays inappropriate material including pornographic images or who sends harassing or threatening text (SMS) or multimedia (MMS) messages."

Teachers and support staff are therefore expected to set a good example in the manner in which mobile phones are used at the College. In particular, ensure disruption of teaching and learning practices are kept to a minimum and duty of care responsibilities are not jeopardised.

GUIDELINES

1. When using mobile phones during College hours the following protocols apply:
 - Duration of calls is to be kept to a minimum;
 - If calls are received during class time, take a message and return call outside of class time;
 - Personal calls are to be limited to breaks;
 - Students and/or parents/guardians are to be contacted outside of class time.
2. Staff are entitled to use mobile phones as the main form of communication when:-
 - Mentoring students;
 - Contacting parents / guardians;
 - Communicating with staff and/or teachers;
 - Conducting business of a College related matter.



Note:

- 1. Duty of Care responsibilities must be adhered to at all times – students must not be left unsupervised in class.**
- 2. Ensure the use of the mobile phone does not cause disruption to teaching practices or to other staff members.**
- 3. The above protocols apply to text (SMS) or multimedia (MMS) messaging.**

RELATED POLICIES

- *1.4 – Staff Code of Conduct*
- *1.7 – Privacy*
- *5.4 – Duty of Care / Health Safety and Welfare*
- *5.11 – Student Code of Conduct*