



RULES FOR MOBILE PHONES AT SCHOOL

1 Introduction

- (a) Kesser Torah College ('KTC') understands and appreciates that many parents want their children to carry mobile phones when travelling to and from school, for safety reasons. As part of our aim to ensure the safety of all our students, KTC wants to support families in doing this.
- (b) We also understand that parents sometimes need to communicate with their children while those children are at school.
- (c) At the same time, KTC aims to create a learning environment that is free from unnecessary and unwanted disruptions and that encourages appropriate conduct ('Derech Eretz') and attentive behaviours.
- (d) In this context, KTC has adopted the rules set out below about the use of mobile phones on school grounds.
- (e) These rules do not apply to devices that are brought to school by Year 10-12 students under our Bring Your Own Device ('BYOD') program. Mobile phones cannot be used for the BYOD program.
- (f) These rules only apply to mobile phones at school. However, students need to understand that their use of mobile phones and other devices outside school is also affected by KTC's other policies, and in particular our IT Policies. Amongst other things, our policies set out standards of behaviour that we expect from our students at all times, including when using mobile phones and other technological devices. All students are expected to sign the IT Policy for their year level at the beginning of each school year to demonstrate that they have read and understood it.

2 Mobile phones on KTC premises and at KTC activities

- (a) When at school or on school excursions, students are not allowed to use their mobile phones at all, except with the specific permission of a teacher for an educational purpose as described in (d) below or in the circumstances set out in (e) (f) and (g) below.
- (b) This general ban on mobile phone use includes (without limitation):
 - (i) making or receiving calls or messages of any kind;
 - (ii) taking or receiving photos or video content;
 - (iii) listening to music; and
 - (iv) using the internet (including accessing social media websites and emails).
- (c) KTC expects that, if a student brings a mobile phone to school or to an excursion, it will be turned off during school hours and kept in the student's locker or bag unless a teacher has given specific permission to use the mobile phone – in which case it may only be used in the way allowed by the teacher.
- (d) The types of educational purposes for which a teacher might give a student permission to use a mobile phone include (without limitation) to take a photo of whiteboard notes or a model or excursion location; to record a lesson; or to create footage for a class film project.

- (e) Year 12 students may use their mobile phones inside their common room.
- (f) Year 11 and 12 students who are enrolled in Distance Education courses may use their mobile phones to communicate with the Distance Education institution.
- (g) Students attending a non-KTC function on KTC premises, or a KTC function such as a fair or production or graduation, may use their mobile phones but that use may not breach any other KTC policy.
- (h) KTC accepts no responsibility at all for any damage to or the loss of a student's mobile phone that has been brought onto KTC premises.

3 Consequences

- (a) If a student is found to be using their mobile phone in breach of these rules, KTC may confiscate that phone. Generally, the following process will be followed:
 - (i) the first time the student breaches these rules in any school term, the student's mobile phone will be confiscated for the remainder of the day and kept in the school office;
 - (ii) if a student breaches these rules a second time in a school term, the student's phone will be confiscated again, but this time for three days and the student's parent or other adult family member (NOT including a sibling in the high school) will need to attend the office to collect the phone personally; and
 - (iii) if a student breaches these rules a third time in a school term, the student's phone will be confiscated again, and will be kept in the school office for the remainder of that term.
- (b) If KTC confiscates a student's mobile phone for breach of these rules, then KTC may examine any content or records on that phone. If any inappropriate content is found on the phone, KTC may take further disciplinary action against the student.
- (c) KTC has an absolute discretion as to whether it follows the process set out above in particular cases.
- (d) As parents and students should appreciate, the aim of these rules is not to continually confiscate student's mobile phones, but rather to help create an environment with limited disruptions to learning and appropriate behaviour.

4 Communication between students and parents during school hours

- (a) If a parent or other family member needs to contact a student during the school day, the family member should call the school office on 9301 1111.
- (b) If a student needs to contact a parent during the school day, the student should go to the school office or approach a teacher. If KTC considers that there is a need to call, then either the student will be permitted to use a school phone or a teacher's phone, or a teacher or support staff member will call the parent.

5 Questions?

If any student or parent has questions about these rules, please contact the Welfare Coordinators: Mrs Liora Srage (liora.srage@ktc.nsw.edu.au) or Mr Dean Cohen (dean.cohen@ktc.nsw.edu.au).