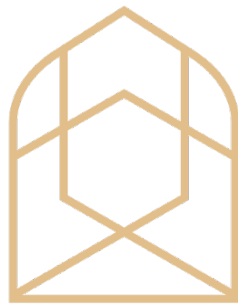


Malek Fahd Islamic School Limited

ABN 41 003 864 891



**MALEK FAHD
ISLAMIC SCHOOL**

Student Mobile Phone and Smart Devices Policy

**Version: 2.0
6 NOVEMBER 2023**

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Policy Custodian:

Deputy Principal Wellbeing & Community

Version Control:

Version No	Date	Details	Approved by
1.0	2016	New	Principal
2.0	6 November 2023	Policy revised	Principal (Dr Zachariah Matthews)

Policy Review

This policy will be reviewed every three years to take account of any changed technology, legislation, expectations or practices.

The next review date is November 2026.

School’s Position

The school’s position on student mobile phones and smart devices is that:

- They can create a range of hazards when brought to school.
- They are valuable items that could be lost, stolen, or damaged in the school environment.
- They could be used inappropriately to bully, intimidate, or harass people that can have serious consequences including police involvement; and
- They can disrupt the learning of the student and fellow students.

Malek Fahd Islamic School acknowledges that some parents may wish their child to carry a mobile phone and smart device for personal safety reasons, however, access to these devices must be balanced with responsible and acceptable use.

Relevant Graduate Qualities

- Taqwa (God-conscious)
- Respectful
- Self-disciplined

Policy Statements and Expectations

- Mobile phones and smart devices such as earphones and smartwatches are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft, or damage to these items.
- Students who need to come to school with a mobile phone and/or smart device, must keep it in their school locker or school bag (not in a pocket).
- Mobile phones/devices must be switched off while stored in the school locker or school bag.
- Mobile phones and smart devices must not be used by students on school premises or during school excursions or events.
- Mobile phones and smart devices must not be brought into exams or assessments.
- Students must not use their mobile phone to contact their parent/carer. If a student needs to contact a parent/carer during school hours, they must go to the school office and use the school's phone to do so.
- Parents are not permitted to communicate with their child(ren) directly via the child's mobile phone or smart device during school hours. The school office is the only point of contact to reach their child.

Staff Responsibility

School staff are responsible for:

1. Ensuring that mobile phones/devices are not required for curricular and extra-curricular lessons or programs.
2. Reminding students about the school's mobile phone/device policy.
3. Ensuring that mobile phones/devices are not taken into exams or assessments.
4. If the mobile phone/device is seen by the teacher, asking the student to put it away in their school bag or hand it in to the teacher.
 - a. If the student hands the phone/device to the teacher, the teacher should return the phone/device to the student at the end of the period or break; and remind the student about the school's mobile phone/device policy.
 - b. If the same student is involved a second time, then the teacher should record the incident in Sentral.
 - c. If the student refuses to put the phone/device away, or hand it in to the teacher, the teacher should send the student to the school office with a note to wait and be seen by the DHOC or HOC. The teacher should immediately notify the DHOC or HOC of the matter. The teacher should record this

incident of defiance and disrespect in Sentral. The DHOC or HOC will meet with the student and respond appropriately on a case-by-case basis.

5. Year Advisors/Stage Coordinators will regularly monitor Sentral reports to identify students who may be having difficulty with this policy's expectations. The Behaviour Education Policy will be followed to provide each student on a case-by-case basis with the necessary support they need. This should include engaging with parents at the earliest, and reflective mentoring.
6. If additional supports are required, then the Year Advisor/Stage Coordinator should engage the Wellbeing Coordinator for assistance.
 - a. The Wellbeing Coordinator will mentor these students about the harms of mobile phone use during school hours via reflection sessions and assist them to self-regulate and develop self-discipline. A Behaviour Support Plan, etc., may be used as per the Behaviour Education Policy.
7. Ensuring that repeated and serious incidents of inappropriate mobile phone/device use is recorded in Sentral.
8. Ensuring that if the phone/device is taken for the remainder of the day, it is securely stored by the office with the student identified and clear instructions for return documented.

Implementation

This policy is implemented through a combination of:

- Staff training.
- Effective student supervision.
- Effective incident notification procedures.
- Effective communication of procedures.
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed.
- Effective record-keeping procedures; and
- Initiation of corrective and supportive actions where necessary.

Related policies and documents

- Behaviour Education Policy
- Anti-Bullying Policy
- Privacy Policy