



MINARAH
RABBI ZIDNI ILMA

Mobile Phone & Electronic Device Policy

February 2024

Purpose

This Policy outlines the procedures involved regarding mobile phones and electronic devices. It explores the processes involved regarding ensuring the safe use of mobile phones and electronic devices.

Date of last review:	February 2024	Author:	Principal/s
Date of next review:	February 2025	Owner:	Principal/s
Type of policy:	State-wide (DoE) Tailored by school	Approval:	School Board
Key contract email:	principal@minarah.nsw.edu.au	Key Contact Number:	02 8783 9188

Positioning Within Minarah Operational Model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input type="checkbox"/> Monitoring, Reporting and Data	
<input checked="" type="checkbox"/> Governance and Accountabilities	
<input type="checkbox"/> Teaching and Learning	
<input checked="" type="checkbox"/> Culture, Ethos and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input checked="" type="checkbox"/> Our People	

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1.0 Mobile Phone/Electronic Device Policy

Minarah College strongly discourages the bringing of mobile Phones/iPods/electronic devices to school by students. Most of these devices have access to the internet and can photograph and video. Under reasonable circumstances, if mobile phones are brought to school, they must be handed into the office before going to roll call and collected after 3.20 pm.

- The existence of mobile phones/iPods/electronic equipment in school can lead to:
- Adversely affecting the teaching and learning process.
- Compromise/harm student and staff safety, security, and wellbeing.
- If not needed, a student **must not** bring mobile phones to school.
- Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact.
- Should students need to contact parents or vice versa during the day in case of an emergency, they are able to make the call from and to the school office. Office staff will make the call on behalf of the student. Parent must not call on their children's mobile phones during school hours.
- The policy extends to school excursions and extracurricular activities.
- If students are found in possession of mobile phones during school hours, he/she will be subject to severe disciplinary action.
- The school will not accept any responsibility for theft, loss, damage, or health effects (potential or actual) resulting from electronic device use.
- If devices are confiscated, students/parents must unlock the device so that appropriate checks can be carried out by the Admin Staff/Deputy Principal and Principal/s.
- Please note that other circumstances may arise in which case further disciplinary action will be taken or the Principal/s will decide on the appropriate action on a case-by-case basis. The Principal/s have the ultimate authority and the Principal/s's decision is final.

2.0 The following measures apply in relation to this policy:

- 1st offence - Phone is confiscated for 1 week, parents are contacted by the Admin Staff and recorded on sentral.
- 2nd offence – Phone is confiscated for 2 weeks, and parents are contacted by the Admin Staff (after-school detention)
- 3rd offence – Phone is confiscated for 3 weeks, and parents contacted by Admin Staffs and 1-day suspension.
- If students are caught using the device during school hours, then the phone will be confiscated for 2 weeks for even the first offence.

Document Control

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Version number:	v1.3		
Applies to:	All Minarah Staff and Students		
Responsible Review Officer:	Principal/s		
Approved by:	Minarah Board	Meeting Date:	

Revision History

Version	Revision Description	Revised By	Date
v1.0	Authored	Jay Halai	February 2021
v1.1	Template Change	Jay Halai	February 2022
v1.2	Format Update	Davindar Singh	February 2023
v1.3	Format Update	Samina Ali	February 2024