DANDEON HIGH SCHOOL
MOBILE PHONE/ELECTRONIC DEVICE POLICY

Dandenong High School acknowledges that mobile phones and electronic devices play an important role in today’s society and there are times when it is important for students to be able to contact their parents/guardians. We believe it is important that mobile phones and electronic devices are not used in a manner which disrupts learning, invades people’s privacy or as a tool for harassment.

The following rules apply to the use of mobile phones/electronic devices by Dandenong High School students:

- They are not to be used during the school day and, if brought to school, must be switched off
- Mobile phones should not be visible at any time during the school day - 8.45am-3.20pm
- Parents wishing to contact their child must phone the school on 9792 0561 and our administration staff will make contact with the student
- Students needing to phone parents during the school day must do so via their House office and with the permission of their House Leadership Team
- Students who are feeling unwell must report to their House or the Sick Bay at the front office and the administration staff will contact parents if necessary. Students must not contact parents directly and make arrangements to leave the school without the direct knowledge of their House Leadership team or the front office
- In tests and examinations, students must ensure that mobile phones and electronic devices are turned off and secured in their lockers. In VCE examinations, mobile phones and electronic devices are not permitted in the examination room
- Students who bring mobile phones and electronic devices to school do so at their own risk. The school takes no responsibility for the security of mobile phones or other valuable items brought to school. Students and parents should recognise that mobile phones are a target for theft and should ensure that they are adequately insured as personal property. Students are responsible for the safe keeping of personal items brought to school and the school’s recommendation is that only items actually needed at school are brought to school each day.
- Students must not take photos or videos or recordings of other students or staff
- They must not contact staff by phone unless given specific permission to do so on a particular occasion, e.g. on a day/overnight field trip where they have been asked to bring their phones and phone contact is required. Breaches of these rules are not only a serious matter under the school’s discipline code, but could also breach Victorian and Federal legislation
- Students are not to use their mobile phone during an excursion/camp unless instructed by the teacher
- If a mobile phone interrupts a lesson, it will be immediately confiscated and handed to the student’s House Leadership Team. The phone will be logged in at the front office and parents will need to come to the front office to collect their child’s phone. Phones will not be returned to students
- If a student continues to deliberately break the rules regarding mobile phones their parents will be contacted and an interview arranged with their House Leadership team
- Technology can be a great enhancement to learning and to modern life. It must be treated with respect and not misused. Students are expected to be responsible users of all forms of technology, including mobile phones and their accessories

Capturing of Pictures or Sound
Students are not to photograph other students or teachers or record their voice or actions. This includes the use of mobile phones, laptops and other devices that have this capacity. This is a serious matter that has legal implications. Mobile phones and cameras are never to be removed from bags or pockets in change rooms. They are not to be taken to areas where students are changing especially during Physical Education classes and sporting activities.

Students may only use school approved cameras to record images and sound as part of their course work or other approved school activities that may include excursions, sporting events and with the specific approval of and under the direct supervision of Dandenong High School staff. It is illegal to record or photograph staff/students/personnel without their specific permission. Parents/Guardians give written permission for the school to undertake such activities, not for students.

Date endorsed by School Council: 20 AUGUST 2013