



Student Personal Technology and Phone Use

As students are provided with the necessary technology to complete their studies. **Trinity College does not encourage students to bring personal devices or technology to school. The carrying of a phone by students is a parental decision, and responsibility for the device remains with the student and their parents and carers.** Any breaches of this agreement will be dealt with under the Student Behaviour Support Policy and the College IT Policies. This may result in sanctions, suspension or exclusion from the College.

Students who wish to carry personal technology (e.g., mobile phone, smartwatch, wearable tech) to school must abide by the following conditions:

1. In line with the Information Privacy Act 2009 and Privacy Act 1988, there is strictly no filming, photography, recording or voice recording to be undertaken by students on a personal device within the school grounds or out of school grounds in the College uniform. This is a serious breach that will result in an automatic RTC and possibly suspension or exclusion. When students are filming a project, this is only after *prior negotiation with the classroom teacher* and under strict supervision.
2. Students will not use personal technology in any way during class time (including moving around the school during class time) unless *negotiated appropriately with the classroom teacher prior to use*. This includes text messages and accessing voicemail messages. The classroom teacher reserves the right to deny requests.
3. Phones are not to be sighted during class time unless *negotiated with the classroom teacher prior to use*. Some classes may use technology for projects. However, the same functions can be carried out by the school-provided laptop, and a personal device or phone is not a necessity for learning.
4. If a student's phone is sighted during class time *without prior negotiation with the classroom teacher*, the staff will commence the RTP process by asking the first set of questions. This includes when moving around the College during class time.
5. Phones, smart watches and all other wearable technology are not permitted in the room for examinations or during supervised assessment.
6. Students are to make contact with home regarding school matters via Student Reception. Parents who receive messages of concern from their child/ren are asked to contact the Student Growth and Wellbeing Team at the College. A member of the team will attend to the matter as soon as possible. Please do not come into the office prior to making contact. Many concerns can be resolved over the phone.
7. In line with student and employee protection requirements, students are not to post, share or distribute any information or images pertaining to:
 - a. Images of themselves in College uniform/s, on school grounds and/or whilst undertaking school activities (including sport) off-site or on school grounds.
 - b. Other students
 - c. College employees and contractors (including teachers, support staff, relief teachers, admin and facilities staff)
 - d. School property.
8. Students will be totally responsible for the safety and security of their phone and personal devices.

