

Guidelines for student use of mobile phones / smart devices in class

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Introduction

Purpose

To provide guidelines for student use of mobile phones and smart devices during classes.

Scope

This procedure applies to all students

Rationale

Principles/Statement

TAFE Gippsland is committed to the principle that every student has the right to:

- a) Have a safe learning environment;
- b) Participate in Institute courses, free of inappropriate behaviour that may disrupt the learning process, or behaviours that might interfere with the well-being of individual other students or others.

The disruption of a class due to the audible use of mobile phones or smart devices will be treated as a breach of Sections 6 and 14 of the Learner Discipline Guidelines, included in the Managing Student Suspension or Expulsion Procedure TL 012, and will subject a student to sanctions up to and including suspension or dismissal.

Procedure

1. Students may use their mobile phones /smart devices on campus before and after class, and during scheduled breaks.
2. Students bring mobile phones and smart devices to class at their own risk – the Institute will not accept any responsibility for any loss or damage to mobile phones.
3. Mobile telephones and smart devices belonging to students will not be used to make private calls or send text messages and /or access social media during class time and will be switched to silent or vibrate unless otherwise negotiated. Mobile telephones and smart devices are only to be used for research as directed by the class teacher.
4. At induction, teachers will negotiate with their students the requirements for appropriate use of mobile phones and smart devices. This will establish agreed rules regarding their use. Possible agreements include:
 - A ban on all mobile phone / smart device use in the class;
 - Use of technology to engage the student (i.e. the use of a tablet to make notes) – however all sounds associated with this use must be silenced;
 - Use of the technology in a way that does not disrupt the class.

Staff members from the Student Advisory Team are available to facilitate these conversations as needed

5. All mobile technologies must be switched off when required for workplace health and safety reasons, including but not limited to:
 - Workplace environments;
 - Simulated workplace environments;
 - Practical classes;
 - When using heavy or dangerous equipment;
 - When advised to by the teacher in charge.
6. An agreement made by the class applies to the teacher as well as students. If mobile use exceeds that which was agreed, the teacher should remind the class of the agreement reached. The peer group can then reinforce the agreed use and regulate the group's behaviour.
7. Students using mobile telephones for work purposes are encouraged to use message bank facilities whilst in class.
8. Where a class has agreed to switch off mobile phones then only in exceptional circumstances, such as family sickness, will a student negotiate with their teacher to leave the mobile phone switched on to enable messages to be taken. This decision is at the discretion of the teacher. Where agreed:
 - The phone should be on silent
 - The student should sit where they can leave with minimal disruption;
9. Students refusing to abide by this policy are covered by Learner Discipline Guidelines of the Managing Student Suspension or Expulsion Policy and Procedure TL 012 , whereby students may be:
 - required to leave the class
 - required to enter into a behaviour contract
 - suspended from the course
 - excluded from the Institute
10. Mobile phones or smart devices are not to be used on campus to take photographs or video images that may breach the rights of other students or staff. The use of mobile technology for photographic images must adhere to the Institute's policy on confidentiality, privacy and consent. Permission can be sought to take images.

Reference and Supporting Information

Definitions

Term	Definition
Class	In the context of these Guidelines, a class may constitute: Participation in a group in a classroom to learn theoretical aspects of a course; participation individually or as part of a group in practical workshops or other formal educational activities on TAFE Gippsland campuses.
Smart Device	an electronic device , generally connected to other devices or networks via different protocols such as Bluetooth, NFC, Wi-Fi, 3G, etc., that can operate to some extent interactively and autonomously, i.e. iPad, tablet notebook.

Supporting Documents

Internal Policy and Procedures

TL012 Managing Student Suspension or Expulsion Procedure TL 012

— Learner Discipline Guidelines

TL 014 Student code of Behaviour Policy

Responsibility

- Director Academic Governance

Document Version Control Table

Item	Summary of Update	Version Control	Revised Date
1	Original Document Issue	V1.0	28/11/2015
2	Updated	V2.0	14/12/2015
3	Rebranded from Federation Training to TAFE Gippsland Additional Ref : TL014 Student Code of Behaviour Policy	V3.0	10/07/2019