

HRD - Mobile phone and smart device policy

Mobile/smart technology use

Purpose/explanation

Mobile phone and smart device use is restricted to scheduled breaks to ensure that there are no disruptions to the learning environment or distractions to the learning process.

Related documents

- *HRD-Access, Equity and Conduct Policy*
- *HRD-Learner Code of Conduct*
- *HRD-Learner performance policy and procedure*
- *HRD-Learner induction information*
- *HRD-Learner induction checklist*

Scope

This policy applies to all learners and staff.

Responsible parties

The Director, HRD Integrated Services and the Training Manager are responsible for implementing this policy.

POLICY

HRD Integrated Services is committed to the principle that every learner has the right to:

- a) Have a safe learning environment
- b) Participate in courses free of inappropriate behaviour that may disrupt the learning process, or behaviour that might interfere with the well-being of individual learners, staff 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 the Learner Code of Conduct and result in formal sanctions up to suspension being applied.

Use of smart devices

- 1 Learners may use their mobile phones /smart devices before and after class, and during scheduled breaks.
- 2 Learners bring mobile phones and smart devices to class at their own risk – HRD Integrated Services will not accept any responsibility for any loss or damage to mobile phones.
- 3 Mobile telephones and smart devices belonging to learners will not be used to
 - a) make private or work-related calls
 - b) or send messages, and /or
 - c) access social media during class time and will be switched off unless otherwise negotiated.

RTO Operations procedure
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- 4 Mobile telephones and smart devices are only to be used for research as directed by the class teacher.

Breach of policy

1. Learners in breach of this policy for the first time will be given the opportunity to correct their behaviour. Refusal to cooperate will result in a formal warning being issued and will be reported to the learner's employer.
2. Second or subsequent breaches will be reported to the learner's employer. HRD may suspend the learner from class pending a satisfactory resolution.