

Related Policies

St Clare's College:

Student Computer Acceptable Use and Cyber Safety Policy

Positive Behaviours (Personal Best) Pastoral Care

Safe School Policy

Rationale/Purpose

Mobile phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. We acknowledge that students are provided with a mobile phone to increase personal safety and security whilst travelling to and from school and that there are many valid educational uses of mobile phones. However, the use of such devices during school time or in school activities must be carefully regulated and considered to prevent inappropriate use. Students' engagement in learning, development of positive relationships and healthy social interactions should never be compromised by inappropriate use of mobile phones or other electronic devices.

Acceptable Access to Mobile Phones (including smart watches) at School

It is our policy that:

- Mobile phones are brought to the College by students at their own risk. The College does not accept responsibility or liability for lost or damaged student property and does not have insurance which would cover such loss or damage.
- During the school day, during lesson time students must not, under any circumstances, use mobile phones to make calls, send text messages, access the internet, access social media sites, take photos or use other applications. Phones are to be switched off. If students do not need their mobile phones for class activities in their subjects, it is recommended that they be secured in lockers. If students do carry their mobile phones with them, they should not be visible, eg they should be in the skirt/dress/pant pocket.
- Students are able to access their phones to check messages and respond briefly via text message during morning tea and lunch while at their locker. Students are not to use their phones in any other part of the school grounds during morning tea and lunch.
- Phones and other electronic devices must be turned off when students are in class, moving between classes, in private study, at assembly or involved in any formal

school activity in which the use or activation of the phone or device would interrupt the program, unless given specific permission from their teacher.

- Parents are reminded that in cases of emergency, Student Administration remains a vital point of contact and can ensure students are reached quickly and assisted in the appropriate way.
- Mobile phones or other electronic devices must be turned off during a fire evacuation or lockdown procedure as use could pose significant risks.
- Mobile phones are NOT permitted in exam rooms. Please lock it securely in your locker. If a student is found to have a mobile phone they will be asked to leave the exam room immediately.
- Students must not use their mobile phone to contact their parents and/or arrange to be collected from school if they are unwell. Students should go to First Aid. College staff will then contact parents if appropriate.

Camps, Retreats and Excursions

Students will be advised by the organisers of camps, retreats, excursions, inter-school sport or other College activities whether permission is granted to take and use a mobile phone or other electronic device whilst undertaking these College activities. Failure to follow this policy will result in the mobile phone being confiscated for the duration of the activity.

Consequences

Failure to follow the above policy will result in the mobile phone being confiscated from the student. The device will be handed to Student Administration where the student's name will be recorded and the student will be able to collect their phone at the end of the school day. Parents will be notified by email that the phone has been logged at Student Administration.

If the student has their phone confiscated three times, the Pastoral Coordinator will contact the family and set a Thursday afternoon reflection for the student.

Device Usage and Legal Issues

In-phone cameras and voice recorders are only to be used in school:

- ✓ with permission from a teacher
- ✓ as part of the College's educational program
- ✓ with the permission of all people who will be photographed / videoed or otherwise recorded

Students may never use a mobile phone to embarrass, cause discomfort, harass or offend another person. Students who use their phone at school to engage in such behaviour, or take unauthorised photos or video footage, or post private information about another person, will have their mobile phone confiscated and their right to have a phone at the College will be reviewed. Further disciplinary action may also be taken in accordance with the St Clare's College Positive Behaviours (Personal Best) and Student Expectations policies.

Any serious cyber offence may result in police involvement and may result in the offender receiving a criminal record. The Principal will involve the police where appropriate.

Responsibilities

Students and their parents or carers should read and understand the Mobile Phone Policy before students are permitted to bring their mobile phone to school. It is the responsibility of students who bring mobile phone to school to abide by the guidelines outlined in this policy.

Approved by:	Executive
Implementation date:	February 2020
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