



Mobile Phone and Other Electronic Devices Policy

Catholic Education Policy	Student Acceptable Use of Devices, Applications, and Networks Policy Student Personal Device Agreement Student Acceptable Use Agreement
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Related Policies	St Clare's College: Positive Behaviours (Personal Best) Pastoral Care Safe School Policy
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Approved by:	Leadership Team
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Implementation date:	February 2020
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Revision date:	June 2023
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St Clare's Contact Officer	Assistant Principal Pastoral Care and Wellbeing
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Rationale/Purpose

Mobile phones and other electronic devices including laptops, tablets, smart watches and air pods (referred to collectively as '**devices**') have become a way of life, a convenience that has impacted all of our lives in one way or another. We acknowledge that many 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 devices. However, the use of 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 devices.

Acceptable Use of ICT

In line with Catholic Education Policy, we require that our students follow instructions given by a teacher about devices.

We also require that our students refrain from engaging in the following conduct:

- Attempting to bypass security or access banned sites or material while at school or on school events, or while using the school network from any location.
- Downloading or installing any software or store files on our facilities without the permission of a teacher.
- Photographing or recording video or sound of any staff members without the permission of that staff member.



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- Photographing or recording video or sound of other students without the permission of a teacher and the permission of each person being photographed or recorded.
- Posting or sending images, videos or information about teachers or students without the permission of all the people the information is about, or who are pictured.
- Posting or forwarding information, images or videos that:
 - claim to represent the school without permission from the Principal (e.g. images of themselves or others in school uniform),
 - contain inappropriate or hurtful material about members of the school community,
 - might bring the school into disrepute, or
 - could be used to identify themselves, their family, or members of the school community without permission (e.g. names, passwords, phone numbers or addresses).
- Joining or posting on sites that are hateful, racist, obscene, hurtful or contain inappropriate material. This includes following accounts containing this type of content, or 'liking' or commenting on posts made by such accounts
- Pretending to be another person when communicating on the Internet.
- Breaking copyright law by copying and/or using another person's work.
- Wasting materials through excessive printing or downloading.
- Using the school's network for commercial purposes.
- Accessing a social media site on any device at school without the permission of a teacher.

Acceptable Access to Devices at School

It is our policy that:

- Devices 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.
- Students follow directions given by a teacher about devices.
- During the school day, students may use devices such as laptops under the direction of their teacher or other staff members for learning activities. They are otherwise not to:
 - Use devices to make calls, send text messages (including via iMessage), access social media sites, take photos or video, or to access the internet or other applications in a manner contrary to the direction of their teacher or other staff members,
 - Bring a device into an exam room, or
 - Participate in other students' use of devices (e.g. photography or video).
- Phones are to be switched off. If students do not need their device for class activities in their subjects, it is recommended that they be secured in lockers. If students do carry their mobile phones or air pods with them, they should not be visible, e.g. they should be zipped in the skirt/dress/pant pocket.



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- The exceptions are:
 - Students with pre-approval from the College to access specific applications (e.g. to manage medical conditions),
 - Year 10 students are able to access their devices to check messages and respond briefly via text message during recess and lunch while at their locker, and
 - Senior students may use their devices during study lines and breaks in the Upper Learning Commons or on Clare Lawn, provided that their device use is otherwise consistent with this Policy.
 - Use of laptops in the Learning Commons during scheduled recess and lunch breaks for lunch or entertainment, but excludes any use of social media.
- Students are not to use devices to contact their parents and/or arrange to be collected from school if they are unwell. Instead, they should attend First Aid where the College can support the student under our Duty of Care. College staff will then contact parents if appropriate.
- 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.

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 device whilst undertaking these College activities. Students are representatives of the College at such activities and are reminded of the expectation to always act in a positive and respectful manner. Failure to follow this policy will result in the device being confiscated for the duration of the activity.

Consequences

Failure to follow the above policy will result in the device 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 device confiscated two or more times, they are required to hand their device in to Student Administration prior to the beginning of the school day for the following five school days.

Students engaging in online misconduct may be required to undertake Learning Workshops, and are required to hand their mobile device in to Student Administration prior to the beginning of the school day for the following five school days.



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Repeated breaches of this Policy may result in further consequences in accordance with the Positive Behaviours (Personal Best) Policy.

Any serious cyber offence may result in police involvement. The Principal will involve the police where appropriate.