



Technology

Approval date:	SLT, 2019
Previous review dates:	2017, 2018
Next review date:	2022
Author:	Assistant Principal Student Wellbeing

Mobile Phone & Electronic Devices

Introduction

From the College Mission Statement

Drawing our inspiration from the Gospel of Jesus and the Mercy Tradition, we empower young people through our commitment to education to become persons of faith, learning and hope, and so contribute to their communities. We are committed to the values of:

Community – living and giving gracious hospitality in the spirit of family,

Mercy – acting justly with a compassionate heart,

Respect – valuing self, others, environment and the purpose of school,

Excellence – striving towards personal best, and

Wisdom – gaining life enhancing knowledge and skills.

The College acknowledges the increased use and ownership of electronic devices within the community and by students. Electronic devices include items such as mobile & smart phones, computers, digital cameras, USB sticks and portable hard drives, iPods and MP4 players. The College also operates a one to one device program which allows all students to access either a Chromebook or laptop. This policy also applies to the appropriate use of these devices. As such it requires that teachers, students and parents to take steps to ensure that electronic devices are used responsibly in lesson times. This policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits that electronic devices provide (such as increased safety to/from the College) can continue to be enjoyed by our students. In doing so it provides teachers, students and parents/carers with guidelines and instructions for the appropriate use of electronic devices during school hours.

Application

The following guidelines have been developed to assist in understanding the College expectations regarding the use, storage and safekeeping mobile phone and electronic devices. The parameters of this policy ensure that during school hours (8:30am-3:00pm) teaching and learning time will take precedence to maximise student output, assist with classroom management and teacher/student interaction.

Students: It is the responsibility of all students who bring an electronic device onto college grounds or learning areas to adhere to the guidelines outlined in this document. The student is responsible for the security of the electronic device at all times. The College cannot take responsibility for loss, damage or theft to personal property in the day school or residential.

Parents/Carers: It is expected parents support the College by working in partnership with the school to ensure this policy is adhered to. Parents are reminded that the first point of contact with their son or daughter is via the school reception number during school hours and if a boarding matter, via residential phone numbers. Parents need to be aware and supportive of the fact that students would not be expected to receive and/or make calls or text messages during class time. It is also expected that if students own a mobile phone – that only one device is brought onto school property. More than one phone or ‘decoy’ phones are in contradiction to this policy.

Parents are reminded that in case of emergency, the college office remains a vital and appropriate point of contact. During school hours parents are still required to make contact with their child via the college office. This will ensure your child is reached quickly and assisted in the appropriate way. MSB accepts that parents/carers allow their child to own and carry mobile phones to protect them from everyday risks involving personal security and safety. The College acknowledges that providing a student with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently before and after school hours.

Guideline or Procedure

Procedures - with particular reference to the use and ownership of mobile and/or smart phones:
The following rules and procedures need to be fully adhered to.

- **Boarding students** - During school hours (8:35am-3:00pm) mobile/smart phones must remain in residential houses for all
- **Day students** - During school hours (8:35am-3:00pm) mobile/smart phones must be handed in to student reception for all day students and can be collected from student reception from 3:00pm.
- Any child found in possession of a mobile phone during school hours will have the phone confiscated. Students who repeatedly disobey this policy will not be able to bring their device to school.
- Contact with their child will always be possible during school hours, but through the appropriate methods: that is, via the College student reception phone number 07 4096 1445.

Additional procedures for residential students will include:

- Students in Year 7-9 will be required to submit their phone to Duty Supervisors in boarding at 8:30pm each night. (7 days per week)
- Senior Students Year 10-12 may remain in possession of their phone after hours, including night time – with the device switched off no later than 10.30pm. They will be required to submit their phone upon roll call in the morning before 7:45am

Any residential student who fails to abide by these procedures will be subject to the same consequences as outlined above.

Photos and Video (after school hours)

- Photos and videos taken should not include other students or staff without their permission or the permission of the subject teacher or staff member.
- Mobile phones/iPods may be used for listening to music at the discretion of the residential staff member providing it does not hinder in anyway the safety and wellbeing of other students and staff. Mobile phones/iPods may be used during the student's free time eg before and after school hours, – providing they are used in a mature and appropriate manner – that is deemed to be safe and responsible.
- The College reserves the right to delete inappropriate items on Mobile/Smart Phones, cameras or any other recording device. Any case of legal infringement may be handed over to the police. Students taking unauthorised photos of other students and/or staff will be issued with a significant consequence.
- Unauthorised photographic images are not to be uploaded to social media websites of any kind.
- Should electronic devices cause disruption to other school activities or be in breach of this policy - confiscation of the device will occur. Any misdemeanour will be dealt with as outlined in the procedures of this policy.

Retrieval process

- If a device is confiscated, the relevant staff member is to present the device to Assistant Principal - Student Wellbeing or Assistant Principal - Boarding who will inform the child's family. Parents/carers will be notified that the device has been confiscated.
- Any student refusing to comply with a staff member's request for confiscation will be referred to the Assistant Principal – Student Wellbeing or Assistant Principal – Head of Boarding.

The College accepts no responsibility for electronic devices that are lost, stolen or damaged whilst on College premises, travelling to or from the College or on College sponsored functions. It is solely the responsibility of the owner of the device.

Enquiries

Assistant Principal – Student Wellbeing

Assistant Principal – Head of Boarding

Principal

Reflection

See also (Related Policies and Guidelines)