



Saint Ignatius College Geelong

2024 Mobile Phone Process & Procedure

This information has been taken from the **Student Use of Mobile Phone Policy**

Students who choose to bring mobile phones to school must have them switched off and securely stored in the mobile phone pouch provided and in their locked locker, for the duration of the school day (**A school day:** Is defined 8.50 – 3.05 inclusive).

*NOTE: Year 7 & 8 Mentor Teachers will supervise students through this process due to the lockers being located in the classroom. All other Year levels it is expected that their mobile phones are in their lockers prior to Mentor Time (8.50am).

Students who are leaving early from school will be able to utilise one of the unlocking stations at the exit points of the College, at the front office or from the Head of House or Year Level Coordinator.

First breach – A student is in possession of or seen using a mobile phone:

1. The teacher/ILC staff member will instruct the student to hand over the phone.
2. The teacher/ILC staff member will note the student's name and take the phone to the Administration Office (labelled with student name & mentor group) and will log the event on XUNO (visible to parent/carer under incidents as Breach of Mobile Phone Policy, which includes condition of phone). The phone will then be stored in a secure locker at the Loyola Administration Office.
3. XUNO notification serves as parental contact. Administration staff are not responsible for contacting of parents/carers – a mobile phone breach must be completed by the staff member confiscating the phone.
4. **It is the responsibility of the parent/carer to collect the phone no sooner than at the end of the school day**

Second breach – As per *First Breach*: parent/carer will be required to collect the phone. An After-School detention will be issued. Behaviour Support Plan implemented as required.

Third and subsequent breach – Student will place mobile phone at the Loyola Administration Office on a daily basis from 8.50am – 3.05pm for 5 days, a parent/carer interview will be arranged. A Student Free Day detention will be issued.

Refusal to hand over phone – A student who refuses to follow a teacher's/ILC staff member's instruction (to hand over the phone) will be warned that they risk more serious sanctions.

If the student continues to refuse:

- The teacher/ILC staff member will send for a member of the Student Wellbeing Team (SWT) to come and collect the phone.
- The Student Wellbeing Team member will make the entry on XUNO under Breach of Mobile Phone Policy.
- A further sanction will be applied for refusing to follow a teacher's/ILC staff member's instruction
- This will be a detention or suspension consistent with the school's *Student Engagement and Wellbeing* policy and *Bullying Prevention* policy

***NOTE: If the student refuses to give the phone to a member of the SWT, the student will be automatically suspended and a parent/carer meeting arranged as per our Acceptable Behaviour Policy.**