



Saint Ignatius College Geelong

MOBILE PHONE & ELECTRONIC DEVICE POLICY

This policy covers the use of student owned mobile phones, smart phones, iPods and other electronic devices (including smart watches, iPads and other tablet devices) with built in cameras and/or the ability to connect to the Internet.

RATIONALE

Saint Ignatius College acknowledges that there are valid educational uses of mobile phones and other electronic devices however, the use of such devices during school times or on school activities must be carefully regulated and considered to prevent inappropriate use. Students' engagement in learning, development of positive relationships and healthy social interaction should never be compromised by inappropriate use of mobile phones or other electronic devices.

POLICY SYNOPSIS

- The College takes no responsibility for loss or damage to mobile phones / electronic devices.
- Students must not use their mobile phone to contact their parents and/or arrange to be collected from school if they are unwell.
- It is recommended that devices remain in lockers throughout the school day.
- Use of devices during class only by permission from the teacher.
- Students are not permitted to send text messages, access social media or make voice calls during the school day.
- Students are NOT allowed to walk around campus with earphones in or use earphones in designated learning areas at school without staff direction.
- No mobile phones / devices in examination rooms.
- Students are not permitted to use their device for unauthorised photography or video footage.
- If a student is caught texting / on social media or on a voice call during 8.50am and 3.05pm the student will have their phone confiscated and an infringement will be issued.

POLICY

Mobile phones and other electronic devices are brought to the College by students at their own risk. The College does not accept responsibility or liability for lost, damaged or misplaced student property and does not have insurance which cover loss or damage.

During the school day, (between 8.50am and 3.05pm), if students do not need their mobile phones or other devices 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, e.g. they should be in a pocket and out of sight.

Unless given specific permission from their teacher, 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 of activation of the phone or device would interrupt the program.

Teachers can ask students to place their phones or other devices on the teacher or student's desk or on the floor to ensure they are not being used inappropriately. If permission is granted for use as a music/calculator/internet device, the phone must be placed on the student's desk in clear view to be monitored by the teacher for designated use.

Students must not access their phones during recess and lunchtime. Students are not permitted to send text messages, access social media or make voice calls during recess and lunchtime.

Mobile phones or other electronic devices must be turned off during a fire evacuation or lockdown procedure as use could pose significant risk.

Students are not permitted to use phones (as a music device) or portable music devices during the school day (8.50am – 3.05pm) **unless directed by a staff member**. Earphones may only be used in teacher directed activities. Students are NOT allowed to walk around campus with earphones in or use earphones in designated learning areas at school without teacher direction.

Students must not take mobile phones into examination rooms. If they do they will be asked to place them in a tub at the front of the class as visible evidence that the mobile phone is turned off for the duration of the examination. Disciplinary action will be taken against any student who is using a mobile phone during exams or assessments in accordance with VCAA regulations.

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 report to the Sick Bay, where College staff will then contact parents as appropriate.

Students are not to answer phone calls or text messages from parents whilst in class. Emergency messages will be relayed to the students via the Front Office.

Students are not to use mobile phones to take photos or videos of staff or students in classrooms, in the vicinity of the College or in public places without the express permission of a staff member. These actions may be illegal and police involvement may be initiated. This policy also includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on the device during classes or during other supervised educational activities.

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 or electronic device being confiscated for the duration of the activity.

CONSEQUENCES

Failure to follow the above policy will result in the mobile phone or electronic device being confiscated from the student. The device will be handed to Reception where the student's name will be recorded and the phone passed to the Deputy Principal -Students. The teacher who confiscated the device will issue an infringement.

The student is able to collect the mobile phone or device from the Deputy Principal -Students at the end of the school day.

If the student has his/her phone or device confiscated three times then he/she will be placed on an after school detention and parents will be notified of these repeat offences.

If a student has his/her phone or electronic device confiscated a further three times then the student will be placed on a mobile phone/electronic device acceptable use contract which will involve handing his/her phone or other electronic device to Reception at the start of the school day and collecting it at the conclusion of the school day.

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.

Any student who uses a mobile phone or other electronic device to menace, harass or offend another person may be charged with a criminal offence. Students who use their phone or electronic device on College grounds, to engage in such behaviour, or take unauthorised photos or video footage, or post private information about another person, will have their mobile phone or electronic device confiscated and their right to have a phone or electronic device at the College will be reviewed. Further disciplinary action may also be taken in accordance with the Saint Ignatius College student Code of Conduct.

If a student breaches the conditions of this policy and then refuses to hand the phone to the teacher, the student will be removed from the class and parents will be requested to collect the student from the College. A meeting with the Homeroom Teacher, Year Level Coordinator, student and parent/guardian will be required before re-entry to the College. At this meeting, the student must agree to follow the conditions of this policy for re-entry to classes.

1. RELATED DOCUMENTS

- 1.1. Digital Technology Booklet
 - 1.1.1. Student Internet Policy
 - 1.1.2. Acceptable Use (ICT & College Network) Policy
- 1.2. Social Media Policy
- 1.3. Acceptable Behaviour Policy
- 1.4. SICG Student Code of Conduct
- 1.5. Harassment & Violence Policy
- 1.6. Student Wellbeing Policy
- 1.7. Child Safe Policy

Position Responsible	Deputy Principal (Students)
Approval Authority	SICG Board
Review Date	August 2021 (3 years from date of approval/amendment)

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Board/Executive
1	Amended	13/9/18	Board