



Caritas
COLLEGE

Mobile Phone & Personal Devices Policy & Procedure

Rationale

Caritas College believes that every member of the community has the right to be safe. We value, foster and respect the uniqueness, dignity and integrity of each person. We also promote shared responsibility throughout our school community to create and sustain a learning environment that supports students and staff to develop a love of learning.

Caritas College accepts the common ownership and use of mobile phones and other personal devices among young people. We also appreciate that parents/caregivers provide their children with a mobile phone or personal device to support them in their transition to and from school and for their personal safety. While this can provide parents/caregivers with reassurance that they can contact their child outside of school, we strongly discourage parents/caregivers from contacting their children during school time, as this can be disruptive to the learning environment. The contact point for all families during the school day is the Front Office.

Caritas College takes seriously its responsibilities to ensure that mobile phones and other personal devices do not negatively affect the learning environment or safety of students. At the same time, we also recognise that learning can be enhanced by the use of some electrical devices in particular circumstances. This policy is designed to ensure that potential issues involving mobile phones and other personal devices are minimised while students are at school.

This policy supports students to contribute to a safe and supportive learning environment at school through the development of personal responsibility in managing their use of devices to support and enhance their learning and wellbeing.

Exceptions to this policy will be considered by school leadership on a case-by-case basis for medical monitoring purposes or for specific learning requirements depending on the circumstances or event.

Caritas College accepts no responsibility for replacing lost, stolen or damaged mobile phones or other personal devices. Caritas College will not investigate damaged, lost or stolen mobile phones at school or school events such as excursions and camps.

Definitions

For the purpose of this policy and procedure the term “Mobile Phone and Personal Device” is defined as an electronic computing device that can be portable and/or wireless. Examples include smartphone, tablet, smartwatch, portable gaming device, headphones, personal digital assistant, etc.

Procedure

Acceptable Practices

Reception – Year 6	Year 7 - 9	Year 10 - 12
<p><i>Students in Reception - Year 6 will not be required to have a mobile phone or personal device for learning purposes at school.</i></p> <p><i>If students in Reception – Year 6 are in possession of a mobile phone or personal device, they must be switched off when on school grounds and handed in to the teacher at the beginning of the day.</i></p>	<p><i>Mobile phones and personal devices must be switched off while on school grounds and kept in student’s bag/locker (at their own risk) during school hours.</i></p> <p><i>Students in Year 7-9 will not be required to have a mobile phone or personal device for learning purposes at school.</i></p> <p><i>Mobile phones/devices are not to be checked during break times or toilet breaks.</i></p> <p><i>Students are not to wear headphones/air pods at any time while moving around the school. Use of headphones/air pods is limited to occasions when the teacher permits them to be used in class.</i></p> <p><i>Mobile phones and personal devices must be turned off when on school camps/excursions and handed in to the teacher at the beginning of the activity.</i></p>	<p><i>Mobile phones and personal devices must be switched off while on school grounds and kept in student’s bag/locker (at their own risk) during school hours.</i></p> <p><i>In the instance where use of a mobile phone or personal devices can support or enhance learning, the teacher may direct students to use it for a specific purpose. Use of the device is limited to that instance and does not extend beyond that purpose unless otherwise directed by the teacher.</i></p> <p><i>Mobile phones/devices are not to be checked during break times or toilet breaks.</i></p> <p><i>Students are not to wear headphones/air pods at any time while moving around the school. Use of headphones/air pods is limited to occasions when the teacher permits them to be used in class.</i></p> <p><i>Mobile phones and personal devices must be turned off when on school camps/excursions unless the teacher advises students that a device may be used for a specific purpose.</i></p>

* Students who wear smart watches (or other wearable devices) will be expected to turn off all notifications for communication/application or switch them to flight mode during school hours, so their learning is not interrupted and to avoid any temptations to use the device for anything other than its main purpose.

Breach of Acceptable Practices

Following any breach of acceptable practices in relation to mobile phones and personal devices, the below procedure will be followed:

<u>First Breach</u>	<ol style="list-style-type: none"><i>1. The mobile phone or personal device will be confiscated by the teacher. It will be secured in a sealed envelope with the student’s name on it and stored in the front office. The student can collect it at the end of the school day.</i><i>2. The student’s parent/caregiver will be informed via email or phone call.</i><i>3. Details of the first breach to be recorded in SEQTA.</i>
<u>Second Breach</u>	<ol style="list-style-type: none"><i>1. The mobile phone or personal device will be confiscated by the teacher. It will be secured in a sealed envelope with the student’s name on it and stored in the front office.</i><i>2. The student’s parent/caregiver will be informed and required to collect the device at the end of the school day (or as soon as practicable).</i><i>3. Details of the second breach to be recorded in SEQTA.</i>
<u>Third Breach</u>	<ol style="list-style-type: none"><i>1. The mobile phone or personal device will be confiscated by the teacher. It will be secured in a sealed envelope with the student’s name on it and stored in the front office.</i><i>2. The student’s parent/caregiver will be informed and required to collect the device at the end of the school day (or as soon as practicable).</i><i>3. Details of the third breach to be recorded in SEQTA.</i><i>4. The student will be required to spend a day in the front office and a meeting will occur between the student, parents/caregivers and Director of Learning & Wellbeing (and/or Assistant Principal) concerning the use of their device. A plan will be put in place to support the student around their use of their mobile phone or personal device.</i>

* The above procedure will reset at the beginning of each term allowing students the opportunity to positively start afresh. This will be reviewed on case-by-case basis for students who may have had difficulties adhering to the expectations and procedure outlined above.

Roles and Responsibilities

The below stakeholders have the following responsibilities in relation to the Mobile Phone and Personal Devices Policy and Procedure:

Students will:

- *be familiar with and support the Mobile Phone and Personal Devices Policy & Procedure*
- *respect and contribute to a learning environment conducive to quality learning and behaviour*
- *secure their mobile phone or personal device(s) as outlined in the policy and procedure when at school or school events*

Parents/caregivers will:

- *be familiar with and support the Mobile Phone and Personal Devices Policy & Procedure*
- *actively encourage students in their learning and wellbeing by adhering to the Mobile Phone and Personal Devices Policy & Procedure*
- *work in partnership with the College to support the expectations outlined in this policy and procedure*

Staff will:

- *actively implement the Mobile Phone and Personal Devices Policy & Procedure and be consistent in the implementation of the procedures*
- *model respectful and responsible behaviours around use of mobile phones and personal devices*
- *provide a learning environment conducive to quality learning and behaviour*
- *communicate relevant information to student, parents/caregiver and leadership*

Board will:

- *ensure the policy is implemented in accordance to related SACCS policies*
- *evaluate the effectiveness of the Mobile Phone and Personal Devices Policy & Procedure*
- *support staff in implementing the policy and procedure*

Revision Record

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