



Mobile Device Procedural Guidelines

Effective Date	October 2021
Review (Date & Staff)	October 2023
Associated Documents	Pastoral Care Policy Discipline Guidelines

Rationale

St Joseph's College recognises that mobile phones are an important means of communication and can be used in a variety of ways. Many parents/guardians allow their son/daughter to carry a mobile phone with them as they travel to and from school for safety and communication. St Joseph's College does not wish to inhibit this practise. Whilst mobile phones can be useful, when used inappropriately they can be a significant distraction to learning and teaching and can cause unnecessary angst when used during the school day. Research supports that it is vitally important for students to have significant periods of time free of mobile phone use. The College is committed to ensuring it provides a safe environment for all where a focus on effective learning is central to all practices and procedures.

Aims

- To ensure there is minimal impact caused by mobile devices on student learning and wellbeing
- To ensure there is minimal health and behavioural effect from mobile devices on students (screen time, addiction, inappropriate content, abuse and harassment etc.)
- Minimise staff/student conflict surrounding mobile phone use

St Joseph's College aims to empower all students in a learning community that is dynamic and engaging. It is recognised that students engage with digital technologies regularly in external environments and we remain committed to ensuring students are educated as to their rights and responsibilities within this space. Our focus is on developing resilience and skills that make students innovative and responsible digital citizens.

This document has at its heart our College vision *"In partnership with parents and carers, produce loving, forgiving, generous and happy young adults who espouse Christian values and make a positive impact on society."*

Definitions

Mobile devices include: All mobile phones, iPads, iPods, Tablets, smartwatches with independent communication ability. Under these guidelines, headphones, AirPods etc. are not allowed except for the case that a teacher has explicitly given permission for a student to use them in a learning space with a laptop computer for learning purposes.

Implementation

St Joseph's College recognises that there are times when it is genuinely appropriate for students to use and carry a mobile phone ie. to and from school. However, the use of mobile phones during school hours can/has lead to issues such as:

- Distraction/disruption in class
- Social issues and impacting social interactions
- Security/theft/loss/damage of devices
- Potential for cheating
- Social media addiction and inappropriate use of social media
- Inappropriate photography/recording of staff and students
- Harassment and bullying

In view of this, **students are not to use their mobile device, or have it on their person, during the school day. Mobile devices are to be locked in a student's allocated locker and not accessed or used at any point during the course of the school day until 3:15pm. After 3:15pm, students can access their devices to ensure communication with parents.**

As students enter the College grounds, this includes exiting buses, school drop off, walkways, College car parks and playgrounds, mobile devices are to be out of sight in the student's College backpack. Phones are not to be used for any purpose. At the first available convenience students must lock their phone in their allocated locker as per the College Guidelines. Filming and photography on College grounds is still prohibited after 3:15pm in line with child protection and privacy laws.

If a staff member notes a student using a mobile phone or that the device it is not in their allocated locker the following will occur:

1. The staff member will send the student to the front office with their device.
2. The student will be issued with a **Monday Afternoon Detention** by either an Assistant Principal, Leader of Wellbeing or Leader of Pastoral Care.
3. The student will then be directed to return their Mobile Device to their allocated Locker.

Repeated offence on the same day:

If a student uses their device for a second time on the same day the above will occur but in lieu of the student's mobile device going back to their allocated locker it will be handed to the front office. The phone will be securely stored and kept until the end of the school day (3:15pm) when the student can collect their device.

Cases of repeated offences:

If a student has multiple instances of mobile device offences next steps will occur. This demonstrates a student's inability to follow College guidelines and open defiance. The next steps will include a meeting held with the student, parents and the relevant Leader of Pastoral Care or Leader of Student Wellbeing.

Parent/student communication during the school day

For matters of importance; students who need to contact their parents must do so through the office. Parents who need to contact their child are reminded that this should be done via the appropriate action of contacting the school office and asking that a message be relayed to their son/daughter via the internal phone system.

Exemptions to the guidelines

Exemptions will be given to students who require a Mobile device for medical conditions. This will be documented on Schoolworx/Compass following communication between families and the College.

Guidelines References

Twenge, J. M. (2017) *iGen: Why Today's Super-Connected Kids Are Growing Up Less Rebellious, More Tolerant, Less Happy--and Completely Unprepared for Adulthood--and What That Means for the Rest of Us*. Simon and Schuster, New York.

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