

Sacred Heart College



Yarrowonga

PC 13.0

Appropriate Use of Mobile Phones and Electronic Communication Devices Policy

Ratified by the College Board	12 th July 2016
Responsibility for currency	Deputy Principal: Students and Organisation
Year for next major review	2019
Record of revisions	

RATIONALE

Mobile phones and other electronic communication devices are commonplace in the daily lives of students. Except in times of genuine emergency, mobile phone use will be restricted during the school day and during school related activities. The use of mobile phones and electronic communication devices in class is disruptive to the learning environment of all students and is not permitted.

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have the right to feel safe and to be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

STATEMENT OF BELIEF

- All communication between students, families and outside parties during the school day must be conducted through the office;
- It is important to ensure that students do not make unsupervised contact with other people outside of the school during school hours;
- Students have the right to a safe environment that is free from bullying;
- Use of a mobile device during class time disrupts learning and is not permitted;
- Photographic images, audio or video recordings of any person during the school day and school related activities must not be taken without the express permission of all parties as it infringes on the right to privacy.

GOALS AND GUIDELINES

- Parents wishing to make contact with their child during school hours are required to do so through the College Administration Office;
- Mobile phones may be brought to school but are to be switched off and out of sight at all times during the school day or whilst on school premises. It is preferred that they are turned off and securely stored in the student locker upon arrival at school;
- Mobile phones must not be used in any manner or place that is disruptive to the normal routine of a school or a school-based activity;

- Mobile phones may only be used in class for educational purposes with the express permission of the class teacher;
- Use of a mobile phone on an off-campus activity is restricted to the rules of the activity and is only allowed with the permission of the teacher leading the activity;
- Mobile phones or similar electronic communication devices used during the school day will be confiscated and given to the relevant Year Level Leader;
- Confiscated mobile phones or similar devices will be available for collection in the first instance from the Year Level Leader by the student's parent or guardian, at a mutually convenient time after the conclusion of the school day;
- If a student is in breach of the regulations for use of a mobile phone on a second occasion, the phone will be confiscated, given to the relevant Year Level Leader and stored securely until a meeting with the parent and or guardian can be arranged and a suitable consequence be determined;
- Subsequent breaches of the policy will result in disciplinary action which may include after-school detention or suspension as determined by the Year Level Leader, Deputy Principal or Principal;
- The use of a mobile device to send any harassing or threatening communications constitutes harassment and will result in disciplinary action. It is a criminal offence to use a mobile phone to menace, harass or offend another person. As with all such incidents, the school may consider it appropriate to involve the police;
- Using the camera or microphone on a mobile phone or similar device (still, video and audio) to record people and their activities without their knowledge and/or permission is a direct breach of the Privacy Act and is not permitted. An automatic suspension will be imposed in these circumstances. The school may consider it appropriate to involve the police;
- The College takes no responsibility for lost, damaged or stolen mobile phones.

REVIEW

This policy is to be reviewed at least every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Policy Ratified: 12th July, 2016.

Next Review to be Completed by: 2019