

# Sacred Heart College



## PC 14.1

### Appropriate Use of Mobile Phones and Electronic Communication Devices Policy

Ratified by the College Board	October 2019
Responsibility for currency	Deputy Principal: Students and Organisation
Year for next major review	2022
Record of revisions	2019 Updated wording to be in line with appropriate technology advances; Added a second step to the management of confiscating phones;

## **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, smart devices that link to phones and electronic communication devices that enable you to make or receive phone calls, send and receive text or video messages, email or any social media communication in class is disruptive to the learning environment of all students and is not permitted during school hours or on school property (all notifications must be switched off on smart devices). School laptops are to be used in accordance with the laptop for learning policy. Mobile phones owned by students are brought to schools at the owner's risk.

## **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.

## **INCLUSIVE EDUCATION**

Sacred Heart College:

- Is committed to ensuring that students with disabilities are not discriminated against and are accommodated to participate in education on the same basis as their peers,
- acknowledges and responds to the diverse needs, identities and strengths of all students,
- students with disabilities and additional needs are treated with respect and are involved in making decisions about their education
- will make reasonable adjustments, where necessary, to accommodate students with disabilities or additional needs.

A positive classroom environment is fostered contributing to positive attitudes and beliefs about disability, positive learning, engagement and wellbeing outcomes for all students.

## **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.

## **IMPLEMENTATION**

- Parents wishing to make contact with their child during school hours are required to do so through the College Administration Office;
- The use of mobile phones, smart devices that link to phones and electronic communication devices that enable you to make or receive phone calls, send and receive text or video messages, email or any social media communication in class is disruptive to the learning environment of all students and is not permitted during school hours or on school property (all notifications must be switched off on smart

devices).

- Smart devices (including 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 office.
- Confiscated mobile phones or similar devices will be available for collection in the first instance from the office (who will notify the relevant Year Level Leader) by the student 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 office (who will notify the relevant Year Level Leader) and store the phone securely until a parent and or guardian can be arranged to collect the phone from the office 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 third occasion, the phone will be confiscated, given to the office (who will notify the relevant Year Level Leader) and store the phone 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. Breaches will be investigated and may result in school based sanctions or referred to appropriate authorities.
- 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 Originally Ratified: 12<sup>th</sup> July, 2016.

Next Review to be Completed by: 2022