



# ST PAUL'S COLLEGE

## Student Mobile Device Policy

St Paul's College is a Catholic School which shares the mission of bringing Christ to all people through the provision of education in the tradition of Blessed Edmund Rice. In accordance with this tradition, College policies and the policies of Edmund Rice Education Australia (EREA) and the South Australian Commission for Catholic Schools (SACCS), the focus of teaching and learning at St Paul's College is to achieve successful educational outcomes for the diverse range of students in the school community.

We acknowledge that parents/caregivers allow their child to bring their mobile device to the College, particularly to assist in keeping their children safe in travelling to and from school. However, mobile devices remain the responsibility of students and families who choose to bring such devices to school.

This policy also applies to students when engaging in school activities such as camps, co-curricular, retreats and excursions as part of St Paul's College.

This policy is to be read in conjunction with the ICT student agreement and ICT Policy.

### Definitions:

- Mobile Phone:** phone device used for text, picture, video and email.
- Smart Watch:** mobile operating system in the form of a wristwatch, which is like a miniature computer and can be used for the internet, email, texting, applications etc.
- Social Media:** websites and applications that enable users to create and share content or to participate in social networking.
- Headphones:** one or a pair of earbuds or speakers used for listening to audio signals, such as music or speech. This includes wireless and cordless earphones, EarPods or headphones.
- Laptop** the 'bring your own device' computer that students are expected to have from Year 5, in aid of their learning.

### Whole School Procedures (Reception to Year 12):

1. It is forbidden for students to access social media (e.g. Facebook, X Twitter, Instagram, Snapchat, TIK Tok) on school grounds.
2. It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate a student and then send the pictures to other students, or to upload it to a website/application for viewing on either a public or private forum. It is a criminal offence to use a mobile phone to menace, harass or offend another person.
3. Students must have written permission from families to take photos or videos of other students (or to have photograph/video taken of themselves) for learning purposes within college grounds.
4. Smart Watches should not be a distraction and should not be used to access applications beyond the function of a regular watch.

5. The school accepts no responsibility for replacing mobile devices that are lost, damaged or stolen.
6. Laptops and mobile devices are not permitted for use in the yard before (after 8:30am), nor during recess or lunch.
7. Students in College Uniform are representing our College. As such, students are not permitted to upload photographs or videos that include students (themselves or others) in College Uniform, that may be considered rude, inappropriate, disrespectful, hurtful, or bring the College community (or its members) to disrepute. This applies when away from College grounds.

#### **Procedures in Primary Years (Reception to Year 6):**

1. Mobile devices should be presented to each student's Home Group Teacher at the start of every school day, to be securely locked away and collected at the day's end.
2. A student may access their mobile device at the discretion of their teacher and only with the permission of their teacher.

#### **Communication with Students**

1. Emergency contact(emails/texts/calls) by parents should be made via the College Reception, for the well-being of the students and to ensure that our college can appropriately assist students in an emergency.
2. Students who wish to contact members of their family in regard to a medical issue, appointments or other issues that require the student to leave the school grounds will need to proceed to Student Services so that our college can assist students by contacting families.

#### **Procedures in Middle and Senior Years (Year 7 to Year 12):**

1. Mobile devices should not be visible in class, nor should they be a distraction. Such devices should be 'out of sight and out of mind', in that they should not demand the attention of students with excessive buzzing or vibration, for example.
2. Students are asked and encouraged to lock their mobile device in their assigned locker, to minimise the risk of distraction.
3. The use of mobile devices and earphones in class as an exception can only occur after a student successfully seeks the permission of his teacher in that lesson. In this way, students must seek permission to use their mobile phone in class at the start of every lesson, from every teacher. Permission to use a mobile device is then at the teacher's discretion and can be retracted at any time.
4. During break times, students need to ask the teacher on yard duty for permission to use their mobile device.
5. Earphones are not permitted for use, outside of permission granted as per no. 3 above, on a lesson-by-lesson, teacher-by-teacher basis. At no time are earphones permitted to be used in the schoolyard and especially not before, nor during recess or lunch.
6. Students may need to make calls regarding employment, sporting commitments or after school travel arrangements. These calls should be made during recess and lunchtime via the front office (Student Reception), and not on mobile devices and not during lesson time.
7. Mobile devices are forbidden to be used in change rooms or toilets. This is a child safety matter, ensuring the privacy and safety of all students. During lesson time, subject teachers will request students to hand over their

mobile device before accessing toilets as a precaution.

8. Mobile devices are not permitted in exams. Students are required to place their mobile phones into a box provided at the start of an exam and can be collected as they are dismissed from the exam room.
9. Year 12 students and other students who have a timetabled 'study lesson' may only access headphones/mobile devices after seeking the permission of their study supervisor. As per no. 3 above, students must seek permission to use their mobile phone in class at the start of every study lesson, from every study supervisor. When leaving for a Flex lesson, students need to adhere to the mobile device policy until they leave via student services.
10. Mobile devices are not to be accessed during supervised summative assessment tasks.

### **Responding to students not adhering to procedures:**

1. When 'minor' infractions to procedures occur, that is when a student does not meet expectations about phone use to their own detriment (i.e. using earphones in the yard, accessing their mobile device without appropriate permissions), the following may occur:
  - a. Staff will confiscate the student's mobile device, to be securely locked away at Student Services. The mobile device will be placed in the designated envelope.
  - b. In repeated infractions, the student may be required to hand-in their phone each day for extended periods of time,
  - c. Communication (phone and/or meeting) with family,
  - d. Wednesday reflection

If a student has numerous incidents where they are using their mobile phone without permission, a family meeting will occur whereby the mobile phone will be collected each day for a negotiated duration.

2. When 'major' infractions to procedures occur, that is when a student uses a mobile device in a way that is disrespectful (i.e. uploading photo/video of a peer to social media, taking photographs in the student bathroom), the following may occur:
  - a. Staff will confiscate the student's mobile device, to be securely locked away at Student Service until parents can collect.
  - b. The student will be required to hand-in their phone each day for extended periods of time,
  - c. Communication (phone and/or meeting) with family,
  - d. Suspension.

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