Student Use Of Mobile Devices Policy

Mobile Devices

Mobile devices can create a range of hazards and other issues when brought to school because:

- they are valuable items that can easily be lost, stolen or damaged in the College environment;
- using devices inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- their usage in school disrupts learning for the user and for fellow students.

Lavalla Catholic College's Policy

The College acknowledges parents/carers may wish their child to carry a mobile device for personal safety reasons however, the right of a student to have access to a mobile device at school must be in accordance with the College's policy.

It is our policy that:

- Students must abide by the College **Information Communication Technology Student Acceptable Use Policy** if they wish to bring their mobile devices to the College;
- Mobile devices are brought to College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the device;
- Students will keep their mobile devices switched off or on silent in their lockers between 8.45am and 3.15pm;
- Students may use their mobile devices in accordance with this Policy before school, and briefly at the beginning of recess and lunch breaks. This use must occur at the student's locker;
- Students must not have their mobile device in class (unless an exception has been requested, approved and documented by Leadership);
- Students must not bring their mobile devices into exams or class assessments;
- Students must not use device cameras within the College grounds;
- Students must not use device cameras in banned spaces, for example, change rooms, toilets, gyms and swimming pools;
- Students must not have their mobile device visible or turned on at any College gatherings and events (e.g. assemblies, masses, sports days, performing arts);
- Students must not take photos, film or stream any individual or group and their activities without their knowledge or express permission and the consent of the College;
- Students must not upload or share any photos or video files to social media sites which bring the College or any College community member into disrepute or may cause emotional or psychological harm;
- Students must not access inappropriate or illegal materials or bring the College or any member of its community into disrepute;
- Students must not use mobile devices to send harassing or threatening messages;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile device during College hours (e.g. if the student has health issues or if the student is a young carer). These exceptions must be requested in writing, approved and documented;
- Reports of all incidents of misuse of mobile devices will be recorded and retained on the student's file;
- Parents / carers will be notified on permission letters if mobile devices may be used on school excursions or camps; and

- Parents / carers are to be informed that in cases of emergency, the College remains the appropriate point of contact to reach their child quickly.

This Policy should be read in conjunction with our **Procedures for Managing Breaches of the Student Use of Mobile Devices Policy**, our **Bullying Prevention and Intervention Policy and Procedures**, our **Cyber Safety Policy and Procedures** and our **Information and Communication Technology (ICT) Policy**.

Staff Responsibilities

All staff must:

- model appropriate behaviour at all times;
- apply discretion when implementing and following this Policy and the procedures for managing breaches of this Policy;
- be vigilant in monitoring students when using mobile devices;
- ensure mobile devices are not taken into exams or assessments;
- deal with all reported and observed incidents of inappropriate use of mobile devices in accordance with this Policy; and
- ensure that any incident of inappropriate use of mobile devices that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- staff education;
- effective student supervision;
- effective incident notification and management procedures;
- effective communication procedures;
- effective record keeping procedures; and
- initiation of corrective actions where necessary.

Breach

A breach of this Policy and its Procedures will be dealt with according to our Student Discipline Policy and Procedures.

Key Definitions

For the purposes of this Policy and its Procedures, a mobile device is a portable device which is capable of connecting to a telecommunication network, the internet or both. This does not include mobile devices owned by the College.

Related Policies and Procedures

Procedures for Managing Breaches of the Student Use of Mobile Devices Policy
Bullying Prevention & Intervention Policy and Procedures
Cyber Safety Policy and Procedures
Information & Communication Technology (ICT) Policy
Information Communication Technology Student Acceptable Use Policy