

Mobile Phone (Student Use Of) Policy



The Hazard – Mobile Phones

Mobile phones can create a range of hazards when brought to the College:

- They are valuable items that can easily be lost, stolen or damaged in the College environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in the College not only disrupts learning for the phone user but also for fellow students.

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

Lavalla Catholic College's Policy

The College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at the College must be balanced with the responsibility to use it appropriately.

It is our policy that:

- Students must abide by the **Information Communication Technology Student Acceptable Use Policy** if they wish to bring their mobile phones to the College;
- Mobile phones are brought to the 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 phone;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone 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 phones will be recorded and retained on the student's file;
- Parents / guardians will be notified on permission letters if mobile phones may be used on school excursions or camps; and
- Parents / guardians are to be informed that in cases of emergency, the College remains an appropriate point of contact to reach their child quickly.

Acceptable Use – During School Hours

Students:

- Will keep their mobile devices switched off or on silent in their lockers between 8.45am and 3.15pm
- May use their mobile phones 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.

Unacceptable Use – During School Hours

Students must not:

- Have their mobile phone in class (unless an exception has been requested, approved and documented by Leadership);
- Bring their mobile phones into exams or class assessments;
- Use phone cameras within the College grounds;
- Use phone cameras in banned spaces, for example, change rooms, toilets, gyms and swimming pools;
- Have their mobile phone visible or turned on at any College gatherings and events (e.g. assemblies, masses, sports days, performing arts);
- Take photos, film or stream any individual or group and their activities without their knowledge or express permission and the consent of the College;
- 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;
- Access inappropriate or illegal materials or bring the College or any member of its community into disrepute;
- Use mobile phones to send harassing or threatening messages.

Staff Responsibility

All staff are responsible to:

- Model appropriate behaviour at all times;
- Ensure students are aware of ICT Policies, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- Be vigilant in monitoring students when using mobile phones;
- Ensure mobile phones are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy and our Procedures for Managing Breaches of Mobile Phone (Student Use Of) Policy; and
- Ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student ICT Policies;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Related Policies

Bullying Prevention & Intervention Policy

Cyber Safety Policy

Information & Communication Technology Policy

Information Communication Technology Student Acceptable Use Policy