

Mobile Phones (Student Use of) Policy

The Hazard - Mobile Phones

Mobile phones can create a range of hazards when brought to 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 Colleges not only disrupts learning for the phone user but also for fellow students.

Penola Catholic College's Policy

Penola Catholic 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 College must be balanced with the responsibility to use it appropriately.

It is our policy that:

- Students must sign and return an Information and Communication Technology (ICT) Agreement before they are permitted to bring their mobile phones to College;
- Mobile phones 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 phone;
- Mobile phones must only be used by students before or after College;
- Mobile phones are banned and should be stored in locked lockers (except when a staff member permits the use of the technology for educational purposes);
- 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. health issues);
- Mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode);
- Mobile phones must not be used inappropriately. Refer to our Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies;
- Phone cameras are not to be used within the College grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;
- Students should never photograph or record any person without their express permission;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- Parents are to be informed that in cases of emergency, the College remains an appropriate point of contact to reach their child quickly.

Workers' Responsibility

All workers are responsible to:

- Model appropriate behaviour at all times;
- Ensure all students are provided with ICT Agreements, 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
- 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 Agreements;
- 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.

Discipline for Breach of Policy

Where a staff member breaches this policy Penola Catholic College may take disciplinary action.

Where a student breaches this policy they will be subject to sanctions as detailed in the College's Behaviour Management Plan.

Digital Devices

Mobile phones and/or other personal digital devices (eg blue tooth headphones, smart watches) are banned and should be stored in locked lockers. This rule is also enforced on school related excursions, except when a staff member permits the use of the technology for educational purposes.

Students who refuse to hand the phone over to the staff member will incur the consequences of the next offence

First offence	The phone will be confiscated and taken to the Campus Office. If this is a first offence the student can collect it at the end of the day. Campus Office staff will record this on Office 365
Second offence	The phone will be confiscated and placed in the office until the end of the day. A text message will be sent to the parents by the Campus Office telling them that on the next breach they will have to collect the phone
Third offence	The phone will be confiscated and placed in the office. The Campus Office staff will text the parent that they will be required to collect the phone
Fourth offence	The phone will be confiscated and placed in the office. YLC/COS will schedule a meeting with parents for the

	phone to be returned. A Saturday Detention will be applied. Campus Office staff to record the 4 th breach in Synergetic
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Related Policies

Bullying Prevention & Intervention Policy

Cyber Safety Policy

Information & Communication Technology Policy

Social Media Policy

Student Photographs & Privacy Policy

From Complispace – current as at July 2020

