



Use of Mobile phones, iPods, MP 3 units, Smart Watches, Cameras and other electronic devices

Effective January 2019

Expectation:

The College recognises that the use of technologies such as mobile phones, iPods Smart Watches and other forms of portable music is part of contemporary life. It is recognised that in addition to their practical everyday uses for communication, information gathering and entertainment, there are also opportunities to use these devices as part of the learning experience. There are also circumstances particularly so for those who use public transport and those involved in out of school co-curricular activities or part time work where access to a mobile phone can be both a convenience and a safety measure. Under these circumstances, students are permitted to bring these items to the College.

Rationale:

In working with students and parents to manage the appropriate use of technology devices, there are a number of considerations significant for the College:

- ❖ Keeping teaching and learning at the centre of daily activities and the avoidance of unnecessary distraction from this core task;
- ❖ Ensuring the safety of students and the effective management of a large and complex College community (including parents);
- ❖ Ensuring that students do not contact persons outside the college during school time and parents do not directly contact their children;
- ❖ Being proactive about possible bullying and harassment;
- ❖ Reducing security issues [St Augustine's College does not take any responsibility for lost, damaged or missing items, except when the item is in the care of the College – see “consequences” section below].

Expectation:

Students are permitted to bring electronic devices such as mobile phones, iPods, Smart Watches and other forms of portable music to school with the following expectations:

- **that they are not used or handled between 8.30am and 3.00pm** in accordance with the guidelines outlined in this document;
- that the devices are used in accordance with other College expectations particularly the StAC ICLT Acceptable Use Policy [see Student Planner]
- that the student is responsible for the safe storage and use of the device.
- That Smart Watches will be placed on the teachers desk while any exam or test is occurring in the lesson or at the request of the teacher.
- Senior Years students are permitted to use their mobile phones at lunchtime after the initial eating time in the Senior Years area only.

If the device is used in breach of the College expectations by the student or any other student to whom the device is given, permission to carry the device at the College will be withdrawn as outlined below, whether or not the item is in use.

Consequences of Infringements:

On a first occasion: Permission to keep the item that day is withdrawn and the item will be removed by staff and placed in a safe place ready for collection at the Help Desk. Students may collect the item from the Help Desk **after 3.00pm** on the day the item was removed. The incident will be recorded by Help Desk staff. The student will be given a copy of this process for parents / carers outlining consequences that will follow if there are subsequent infringements.

On a second occasion: Permission to keep the item in the possession of the student during the school day will be automatically withdrawn for five school days.

The student will be required to enter a sign in/sign out arrangement for five consecutive days. The device is to be **signed in at the Help Desk by 8.30am and can be signed out after home room time at 3pm.**

A copy of the policy and consequences document will be sent to the parent/carer of that student.

On a third or subsequent occasion: Permission to keep the device in their possession will be withdrawn until such time as a meeting is convened involving the student, parent / carer and the Principal / Head of School or delegate. At this meeting a range of possibilities will be discussed to assist the student to meet the expectation, including an extended sign in / sign out period of 20 school days. The student will be expected to provide their mobile phone number at this time.

Failure to follow the Sign in/Sign out procedure:

Should a student fail to complete the Sign in / sign out process, permission to bring the device to the College will be withdrawn, the device removed for safe keeping and collection by a parent or carer.

The college will impose a complete ban on bringing any devices to school for one to four weeks [depending on the number of occasions this might occur]. After than ban has expired, the student will still need to successfully complete the original sign in/sign out process.

Continued failure to comply with these expectations will result in a Level 4 suspension
Additional notes in relation to the use of electronic devices:

- i) *The prohibition on the use of the electronic devices extends to the use of mobile phones for listening to music in class and during breaks;*
- ii) *Should a student have a need to check his/her mobile phone for work shifts, collection arrangements etc, they are able to do so by asking a teacher at a break and checking whilst in the company of that teacher or by going to the Help Desk and seeking approval to check their phone at the Help Desk.*

Any inquiries about this process or in relation to particular circumstances should be directed to either Graham Meertens, the relevant Head of School or in an email to:
psspringfield@bne.catholic.edu.au