

Mobile Phone and Electronic Devices Policy



St Columba
College

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Policy Leader	Principal
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1. Context

St Columba College strongly believes that every member of the community has the right to be safe, to be treated with respect, to be able to learn and work free from anxiety and to feel the strength of community, consistent with Christian values. We have a shared responsibility to ensure that we create this environment for each other.

The Mobile Phone and Electronic Devices Policy aims to ensure the learning environment is safe and respectful so that students can achieve their best at school. The widespread ownership of mobile phones and other electronic devices among young people requires that staff and parents/caregivers take steps to ensure that these devices are used responsibly and do not negatively affect the learning environment or safety of students. This policy is designed to ensure that potential issues involving mobile phones and other electronic devices, including disruption to learning, can be minimised while students are at school.

2. Purpose

St Columba College has established the following policy regarding mobile phones and electronic devices to provide staff, students and parents/caregivers with protocols for the appropriate use of these devices during school hours and while undertaking school-related activities such as camps, retreats, excursions and co-curricular activities outside of main school hours. Exceptions to this will be considered on a case-by-case basis depending on the event. Any exceptions would be outlined to families prior to the event.

3. Responsibilities

It is the responsibility of students who bring these devices to school to abide by the protocols outlined in this document. It is always the responsibility of students to secure their mobile phone or electronic device when at school or school events.

Parents should be aware that if their child/children bring a mobile phone or electronic device to school that they are aware of the expectations outlined in this policy.

St Columba College accepts no responsibility for replacing lost, stolen or damaged mobile phones or other electronic devices. St Columba College will not investigate damaged, lost or stolen mobile phones at school or at events, excursions and camps.

4. Protocols for Mobile Phones for R-5

1. Students will place their mobile phone or electronic device into the lockable cases at Student Services.
2. Mobile phones are to be stored in the school bag during after school activities.
3. When a student attends OSHC, the student will hand in their mobile phone to be placed in the lockable case.
4. Students are not to wear headphones/ear buds at any time while moving around the campus unless with permission.
5. Other electronic devices, smartwatches etc. need to be switched to 'do not disturb' mode during the day.
6. Mobile phones are never to be used to bully or harass students or staff.
7. Mobile phones are never to be used to photograph/video/voice record other students or a staff member during the course of the day, before or after school.
8. If a parent needs to make contact with their child/young person during the course of the day, or the child needs to contact their parent, Student Services needs to be contacted. In a case of extreme emergency, the College will act quickly and assist in an appropriate way.

5. Protocols for Mobile Phones for Years 6-12

Teachers have the flexibility to allow students to use their mobile phone in the classroom for learning activities if required. It is the responsibility of the student to return their mobile phone to their locker at the end of the lesson.

1. Mobile phones are to be turned off from 8.40am – 3.15pm.
2. Mobile phones and ear buds are to be stored in the school bag during after school activities.
3. Mobile phones and ear buds are to be stored in the student's locker with an expectation that the locker is locked during the course of the day.
4. Other electronic devices, smartwatches etc. need to be switched to 'do not disturb' mode during the day.
5. Students are not to wear headphones/ear buds at any time while moving around the campus unless with permission.
6. Students have permission to use their mobile phone to pay for Canteen purchases at recess and lunch.
7. Mobile phones are never to be used to bully or harass students or staff.
8. Mobile phones are never to be used to photograph/video/voice record other students or a staff member during the course of the day, before or after school.
9. If a parent needs to make contact with their child/young person during the course of the day, or the child needs to contact their parent, Student Services needs to be contacted. In a case of extreme emergency, the College will act quickly and assist in an appropriate way.
10. Mobile phones are increasing being used by health professionals to aid students in tracking a medical diagnosis. For these students a written and negotiated plan is constructed with the family and College nurse upon enrolment or diagnosis.

6. Consequences for Misuse of Mobile Phones

Any breach of the mobile phone protocols will follow the Behaviours of Concern Procedures.

If a student should be found with their mobile phone during the day the mobile phone will be confiscated until the end of the day when the student is expected to collect it from the Student Services.

If a student should be found misusing their smart watch for texting or receiving/making calls, the smart watch will be confiscated until the end of the day when the student is expected to collect it from the Student Services.

Please note if a student is involved sexting or taking an invasive photograph/video of a student without the person's consent SAPOL will be contacted to investigate.

7. Related Policies, Procedures and Resources

- Student Personal Responsibility Policy