

These guidelines relate to the possession and use of student/family-owned mobile phones and other electronic communication devices being brought onto College grounds by students at Salvado Catholic College.

## RATIONALE

Salvado Catholic College acknowledges that parents/carers may choose to give their child a mobile phone or other electronic communication device. The College recognises that there are times when possessing and using a mobile phone or other electronic communication device may be deemed appropriate, for example:

- To contact parents/carers in emergencies outside school hours
- To confirm or change arrangements for collection from extra-curricular activities before or after school, and
- For security when travelling to or from school unaccompanied by a parent/carer.

The College also acknowledges, however, that mobile phones and other electronic communication devices can present a distraction to students, and therefore adversely impact teaching and learning. Mobile phones and other electronic communication devices have the capability to circumvent the College's network, and thus students may have unrestricted access to the internet and social media platforms. As such, devices such as mobile phones impede the College's capacity to maintain appropriate Duty of Care.

These guidelines are designed to assist in managing the safe and responsible use of mobile phones and other electronic communication devices, and involves parents/carers in assisting their children to exercise care, caution and consideration in regard to the use of such devices.

The possession of a mobile phone or other electronic communication device requires accountability on the part of the user for his or her actions. These guidelines make clear that it is a privilege to bring a mobile phone or other electronic communication device to the College, and this privilege may be revoked if a student fails in his or her duty to behave responsibly and in accordance with College expectations.

Students will not be permitted to use mobile phones or other electronic communication devices while on the premises at Salvado Catholic College, on excursion or at any other College events.

'In accordance with the teachings of the Catholic Church, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person.'

*Salvado Catholic College ICT Use by Students Policy*

'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.'

*Mandate of the Catholic Education Commission of Western Australia, 2009, para. 22)*

## DEFINITIONS

For the purpose of these guidelines, mobile phones and other electronic communication devices includes Smartwatches as well as associated listening devices, including but not limited to, headphones and ear buds.

## PRINCIPLES

Salvado Catholic College has procedures in place, through the Administration, for parents/carers and students to contact each other as the need arises. Whilst it is preferred that students do not have mobile phones and other electronic communication devices at school, it is appreciated that due to a variety of circumstances, mobile phones and other electronic communication devices have become essential to the wellbeing of students, particularly for those who walk to school, ride a bike or catch a bus.

- The dignity and privacy of staff, students, parents/carers and visitors must be respected when using mobile phones or other electronic communication devices.
- Mobile phones and other electronic communication devices may not be used by students when on College grounds at any time.
- Networks outside the College's filters must not be accessed by students during school hours, on College grounds or at College events.
- In order for the College to exercise its Duty of Care during school hours, all communication between students and parents/carers is to be conducted with full knowledge of College staff via the College landlines in the Front Office.
- Parents/Carers/Students accept full responsibility and liability for lost, stolen or damaged mobile phones and other electronic communication devices.
- The value of mobile phones and other electronic communication devices to safeguard student wellbeing and security outside school hours is acknowledged.

## PROCEDURES

For all students in possession of a mobile phone or other electronic communication device whilst on College grounds, the following applies:

- Students are not permitted to use their mobile phone or other electronic communication devices on College grounds. This includes the use of a device for listening to music.
- On arrival at the College, mobile phones must be switched off and handed to the Learning Space Teacher to be securely locked away during school hours (primary years), or switched off and stored in student lockers (Year 7 – Year 12 students).
- Mobile phones and other electronic communication devices must remain switched off and out of sight at all times during the school day. Silent or discreet settings are not acceptable.
- Students must not access the internet or social media platforms on their mobile phone or other electronic communication device whilst on College grounds or at College events. At no time shall College staff permit students to access external networks, including the network of their mobile phone carrier.
- Where a member of College staff gives permission for a student to use a mobile phone or other electronic communication device whilst on College grounds or at College events, the College *ICT Use by Students* policy guidelines for acceptable and unacceptable use apply.
- Use of a mobile phone or other electronic communication device during school hours without permission from College staff will result in the device being confiscated for the remainder of the day. Should a student fail to comply with a staff member's request to hand over their device, this will result in sanctions as per the College's Behaviour Management Guidelines. The confiscation of the mobile phone or other electronic communication device will be noted on the student's record and parents/carers will be contacted. The confiscated device can be collected from Administration/Student Services at the end of the school day.
- All breaches of these guidelines will be noted on a student's record. Where a student breaches this policy more than three times in a calendar year, after-school detention will be issued.
- Continual breaches of the *College Mobile Phone and Electronic Communication Devices* guidelines will result in a student not being permitted to bring their device to school, and further sanctions may be implemented. In these circumstances parents/carers will be notified by a member of the College Leadership Team.

- The *Mobile Phone and Electronic Communication Devices* guidelines and associated procedures along with the *College ICT Use by Students* guidelines for acceptable and unacceptable use apply for all on and off-site College events occurring after regular school hours. This includes but is not limited to exams, camps, excursions and sporting events. At such events, arrangements will be in place for communication with College staff in the case of an emergency.
- Students are not permitted to charge their mobile phones or other electronic communication devices whilst on College grounds.
- The College accepts no responsibility for the misplacement, loss, theft or damage of student mobile phones or other electronic communication devices. Parents/Carers should ensure that mobile phones and other electronic communication devices are appropriately insured.
- In extraordinary circumstances and upon receipt of a letter from a medical practitioner, a student may be granted permission by the Principal, or Principal's nominated representative, to utilise their mobile phone to access an app for the purpose of management of a chronic illness.
- Any images (video or still) taken of a person/persons on College grounds or at College events may contravene the Privacy Act.
- The posting of any images or videos taken on College grounds or at College events on the internet or social media site may contravene the Privacy Act.
- Any student who posts images or videos taken on College grounds or at College events without written permission of College staff may have their enrolment suspended at the discretion of the Principal or Principal's nominated representative.
- In instances of serious breaches involving the use of mobile phones and other electronic communication devices, reference will be made to the *College ICT Use by Students* guidelines and other relevant College guidelines and procedures.
- The Principal, or Principal's nominated representative, reserves the right to involve the WA or Federal Police where alleged inappropriate use of mobile phones or other electronic communication devices is suspected. In instances where the Police are contacted, a student's parents/carers will be informed as soon as possible.

## REFERENCES

Bishops of Western Australia 2009, *Mandate of the Catholic Education Commission of Western Australia: 2009-2015*

Salvado Catholic College *ICT Use by Students Policy*

Originally Released	Date for Next Review
2021	2021