

# **Mobile Phone and Device Policy 2022 – revised**

## **1 Purpose and Rationale**

### **1.1 Device Ownership**

The widespread ownership of mobile devices including phones and iPads among our 7-12 students requires that the College Leadership Team, teachers, students, and parents work together to implement steps to ensure that such mobile devices are used responsibly at school. Both the revised Mobile Phone and Device Guidelines and Acceptable Use Policy are designed to ensure that potential issues involving mobile phones and/or devices can be clearly identified and addressed. There is a significant volume of global research that indicates a real need to limit the amount of screen time we have each day, for the sake of our physical and emotional wellbeing. Schools now share that responsibility with students and families.

### **1.2 Mobile Phones**

St Leo's Catholic College accepts that parents provide their children mobile phones to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently. However, parents are reminded that in cases of emergency during the school day, College reception is the preferred point of contact and relevant staff will ensure students are promptly contacted and assisted in the appropriate way.

### **1.3 Mobile Phone and Device Guidelines and Acceptable Use Policy**

St Leo's Catholic College has amended both the Mobile Phone and Device Guidelines and Acceptable Use Policy that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile devices during school hours.

### **1.4 Read the Mobile Phone and Device Guidelines and Acceptable Use Policy**

Students, their parents and/or carers are invited to read and familiarise themselves with the Mobile Phone and Device Guidelines and Acceptable Use Policy if students intend to bring mobile devices to school.

### **1.5 School Excursions, Camps, Retreats and Extra-curricular Activities**

The Mobile Phone and Device Guidelines and Acceptable Use Policy for mobile devices also applies to students during school excursions, camps, retreats and extra-curricular activities.

## 2 Mobile Phone and Device Guidelines

St Leo's Catholic College acknowledges that many parents or guardians would like their children to carry mobile phones/devices for communication and safety purposes. However, the College also recognises the disruption that mobile phones/devices and headphones can cause to the learning environment, including problems such as:

- online harassment;
- distraction in classes;
- cheating in examinations, assessments or assignments;
- social division and isolation;
- security/theft issues.

To this end, St Leo's Catholic College has now adopted the following guidelines in relation to mobile phones and devices as well headphones:

- Parents/guardians are encouraged to use the normal channel of communicating with their son/daughter by phoning the College on (02) 9487 3555 if they need to contact their child;
- The College does not accept any responsibility for mobile phones and/or devices that students bring to school;
- Students' mobile phones must be turned off and out of sight during regular College hours (8:30am to 3:00pm) - this includes both recess and lunch;
- Mobile phones and devices must be out of sight during formal lessons, Mentor periods, assemblies, in the Aquinas Resource Centre (ARC) or whilst on an excursion unless permission has been granted by a teacher;
- **Mobile phones and devices will be confiscated until the end of the day** if they are accessed during recess or lunch, during formal lessons, Mentor periods, assemblies, in the ARC or whilst on a school excursion, retreat or camp;
- All mobile devices should not be used as a communication tool between 8:30am and 3:00pm;
- In accordance with NSW Education Standards Authority (NESA), mobile phones and devices are not permitted to be with a student during any formal examinations or assessment tasks;
- Students are not permitted to access social media platforms from a mobile phone and/or device at any time whilst on the College premises or at a school event;
- The camera, video and/or audio recording capabilities of a mobile phone and/or device are not permitted to be used at school or at a school event without the permission of a teacher.

## 3 Acceptable Use Policy

### 3.1 Definitions

For the purposes of this policy, a mobile device is defined as any electronic device. This includes but is not limited to mobile phones, smart watches, iPads and other tablet computers, wireless headphones/earphones, dedicated games consoles and any other internet-connected devices.

At St Leo's Catholic College, internet and network services are used to enhance teaching and learning through the use of digital technologies for communicating, publishing, research and for learning skills. The College is firmly committed to the proper and responsible use of the internet and technology by its staff and students, to this end, it requires acceptance and strict adherence to the regulations outlined below:

### 3.2 Personal Learning Devices (PLD)

The College views our Bring Your Own Designated Device (BYODD) iPad Program as an opportunity to create an environment more conducive to effective innovation in teaching and learning. The College understands that students moving into their Senior years (Stage 6) may have different needs depending on their subject selection. It is on this basis that the College supports both iPads and Apple laptops in Year 11 and Year 12. The College does consider variations to this policy in exceptional circumstances. To request a variation to the College PLD requirements, communication should occur directly with the Leader of eLearning.

The College recognises that although technology can greatly enhance learning, it is important that students are supported in making responsible decisions regarding the use of technology and digital citizenship. To this end, the following regulations have been adopted:

- All student PLDs must be out of sight at recess and lunch. If students need to use their PLD during this time, for educational purposes only, they must have permission and be supervised by a teacher, such as in the ARC;
- **PLDs will be confiscated until the end of the day** if they are accessed inappropriately during recess and/or lunch;
- Students are advised that their internet usage and PLD may be monitored and/or controlled by the College whilst on the College campus;
- It is expected that all students will have the required apps installed on their PLD;
- Students must recognise that their device and internet access is primarily for educational purposes (not games, except those approved by staff) and must adhere to this requirement;
- Students may only use earphones with their PLD on College premises with permission from a teacher;



- Students are only to access the internet at school via the College's wireless network. Specific network settings or pre-installed settings on PLDs are not to be removed or altered in any way.

#### 4 Consequences for not following the Mobile Phone and Device Guidelines

**First breach of guidelines:** Mobile device confiscated and taken to the Assistant Principal's (Evangelisation and Catechesis) office. Recorded in Compass. Device collected at end of day;

**Second breach of guidelines:** Mobile device confiscated and taken to the Assistant Principal's (Evangelisation and Catechesis) office. Recorded in Compass. Device collected at the end of day. Parents contacted;

**Subsequent breach of guidelines:** Mobile device confiscated and taken to the Assistant Principal's (Evangelisation and Catechesis) office. Recorded in Compass. Device collected at the end of day. Parent/carer interview. Long Reflective Growth Intervention (RGI) issued;

**\*\*If a student(s) does NOT comply with a teacher's instructions as it relates to a mobile phone and/or device, the student(s) will be sent to the Director of Students and/or Assistant Principals. Respective parents/carers will be contacted and then the student(s) will be sent home;**

**Continued refusal** to comply with the mobile phone and device guidelines may result in a formal College suspension.

#### 5 Acceptable Use of Internet and Network Services

##### 5.1 Personal Safety

Students must not:

- post or publish personal contact information about themselves or their families without permission from their parent/carer. Personal contact information may include address, telephone, school address, parents' work addresses, email addresses, etc;
- publish a picture/or video or e-mail a picture/or video of themselves or others without first checking with the teacher;
- meet with someone they have contacted online without their parent/carer's approval and participation.

##### 5.2 Unlawful Use

The use of the College's internet and network services must always comply with State and Commonwealth laws. It is a criminal offence to intimidate or harass another person online or produce,

disseminate or possess images of a person that may be classified as pornography. Students must not contribute or undertake any action online that could bring the College into disrepute.

### **5.3 Privacy Issues**

Students must not:

- post or publish information about another person;
- re-post a message that was sent to them privately without the permission of the person who sent them the message;
- send items of a sensitive or confidential nature by email without prior clarification with the addressee.

### **5.4 Copyright and Plagiarism**

- Students must not make any reproduction or copy material protected by copyright without the approval of the copyright owner;
- Students are to cite and reference the sources of words, images, music, ideas or information used;
- Computer software must only be used in accordance with licence arrangements.

### **5.5 Access**

- Students must not attempt to gain unauthorised access to any information resources, systems or networks;
- Students must not log in through another person's account nor interfere with another user's files or folders.

### **5.6 Inappropriate Use**

Students must not use the College's internet and network services to download, display, print, create, save or transmit materials that:

- use obscene, threatening, or disrespectful language;
- are pornographic, advocate illegal or violent acts, or advocate discrimination towards other people; cause offence to others or constitute bullying behaviours.

If students accidentally access inappropriate material, they must:

- not show others;
- turn off the screen or minimise the window;
- immediately report the incident to a teacher.

Students must not use the College's internet and network services for personal financial gain, gambling or advertising without the written approval of the College Principal.

## **5.7 Network Security and Operation**

Students must not:

- deliberately engage in any activity that may disrupt the service's performance or destroy data;
- intentionally spread computer viruses;
- engage in 'spamming';
- download or upload any application without the permission of the teacher;
- move fixed equipment or cables.

Students must report any breakages or malfunction to the teacher.

## **5.8 Non-compliance with these guidelines**

The use of the internet and network service is a privilege, not a right, and inappropriate use will result one or more of the following sanctions:

- confiscation of phone and/or device until the end of the day;
- cancellation of specific user accounts and/or network access;
- Long Reflective Growth Intervention;
- suspension from the College (for serious breaches of device use);
- zero mark for an assessment/examination.

**Revised**

**March 2022**