



## Catholic College Sale

# STUDENT MOBILE PHONE POLICY

## 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Student Mobile Phone Policy* and the compliance obligations outlined herein.

## 2.0 INTRODUCTION

Catholic College Sale recognises that mobile phones enrich our lives when used appropriately and that, as a College, we encourage critical and creative use of technology resources. We also acknowledge that when used inappropriately, mobile phones can be a distraction to learning and teaching and pose a risk to people's wellbeing.

## 3.0 PURPOSE

This policy outlines the College's expectations of students and their conduct when using a mobile phone.

## 4.0 PRINCIPLES

- 4.1 It is at the parent/guardian's/carer's discretion as to whether their child brings a mobile phone to the College. If a student does bring a mobile phone to the College, they are agreeing to comply with the contents of this policy.
- 4.2 Students who bring a mobile phone to the College do so at their own risk and any loss, damage or theft of the mobile phone is their responsibility (each student has a lockable locker).
- 4.3 The College reserves the right to check the content of phones for inappropriate material or evidence of use that is inappropriate and breaches any relevant College policy or contravenes any relevant law.
- 4.4 The College reserves the right to stipulate conditions for use at particular times.
- 4.5 Students and parents/guardians will be advised of College expectations and the policy requirements, including use during school excursions, camps and extra-curricular activities.

## 5.0 ACCEPTABLE USE

### During school hours, students:

- Will keep their mobile devices switched off and in their locked locker between 8.45am and 3.15pm;
- Can use their mobile phones at their locker before school, briefly at the beginning of recess, and during lunch breaks.

Parents/guardians/carers and students will be notified on the permission letter if phones may be used on a school excursion or camp.

### During school hours, students must NOT:

- Have their mobile in class;
- Use non-school wifi to access the mobile network. This includes the use of a smart watch or other device with access to mobile broadband;
- Use mobile phones in banned spaces, for example, changing rooms, toilets, gyms and swimming pools;
- Take photos, film or stream any individual or group and their activities without their knowledge or permission and the consent of the College;
- Upload or share any photo or video files of College members or activities to social media sites;
- Use mobile phones to send harassing or threatening messages;
- Access inappropriate or illegal materials or bring the College or any member of its community into disrepute;
- Have their phone visible or turned on at any College gatherings and events, e.g. assemblies, masses, sports days, performing arts;
- Take their phone into any examination.

## 6.0 MISUSE CONSEQUENCES

If a student is seen to have their phone in class or the yard between 8.45am and 3.15pm, the phone will be confiscated by the teacher and handed to the Student Office. The teacher will record this by making an entry on SIMON.

1. The first time this occurs, the student can collect the phone at the end of the school day.
2. The second time this occurs, the student can collect the phone at the end of the school day and parents/guardians/carers will be notified by SMS.
3. The third time this occurs, parents/guardians/carers will be notified by the YLL/House Leader and will be required to collect the phone at their earliest convenience.
4. The fourth time this occurs, parents/guardians will be notified by the YLL/House Leader. They will be required to attend a meeting to discuss their child's breach of the policy and collect the phone. Additional consequences may be discussed at this meeting.

**If a student is:**

- photographing, filming or streaming people without their or the College’s consent;
- sending harassing or threatening messages;

the student’s phone will be confiscated immediately and an investigation will be undertaken by the College. The College will apply appropriate consequences and pass information and the phone over to the Police if the nature of the matter is illegal.

**NOTE:** If, on any occasion a student refuses to hand over their mobile phone when requested by a teacher, the teacher will request assistance from a senior member of staff. If the student still refuses to comply, parents/guardians/carers will be contacted and required to collect their student from the College and make an appointment to resolve the issue.

## **7.0 RELATED COLLEGE POLICIES & DOCUMENTS**

- Acceptable Use of Digital Technologies Policy
- Anti-Bullying and Bullying Prevention Policy
- BYOSD Policy
- Cyber Safety Policy
- Digital Technologies User Agreement
- Student Behaviour Management Policy
- Student Behaviour Monitoring and Support Policy

## **8.0 MONITORING AND REPORTING**

**The Board** is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

**The Principal** is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

## **9.0 APPROVAL**

<b>Approved by</b>	<b>CC Sale Ltd Board</b>
<b>Person(s) Responsible</b>	<b>Principal</b>
<b>Date(s) Reviewed or Updated</b>	April 2022
<b>Next Review Date</b>	April 2024