

STUDENT MOBILE PHONE POLICY



**St. Francis Xavier College
Berwick, Officer & Beaconsfield
Last Reviewed October 2020
Next Review January 2024**

Mobile Phones

This mobile phone and related technology policy applies to *all* students in the school.

In recent times there has been a significant increase in the accessibility of personal mobile devices for students. The mobile phone has become one of the most influential advancements in technology over the past decade. St Francis Xavier College encourages the use of new and changing technologies in learning. The use of personal mobile devices to support learning is encouraged.

Additionally, the College recognises that the misuse of a personal mobile device, can be very disruptive to teaching and learning, and in some cases cause harm. As such, the College outlines clear guidelines for the appropriate use of personal mobile devices at the College.

Policy for the use of mobile phones and similar devices in schools by students

There is a range of technology available today including mobile telephones, digital cameras, portable MP3 players/iPods, personal tablet computers and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When students misuse these technologies, they can be very disruptive to teaching and learning and, in some cases, cause harm.

St Francis Xavier College acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/ carer or student may be required.

Where students bring a mobile telephone and/or similar devices to school:

Student Responsibilities

- Students are required to take full responsibility for personal mobile devices. The College (including staff) will not be responsible for their loss, theft or damage. Students who bring personal mobile devices to school do so at their own risk.
- Students are required to use their personal mobile devices in a way that reflects the core values of the College, including the values of respect, responsibility, care, and fairness.
- Personal mobile devices are permitted at school and may be used before and after school.
- Students must not use their mobile phones in class when lessons are in progress or without the express permission of the classroom teacher.
- When not in use (with permission from a staff member), students are required to store personal mobile devices away so that they are not visible.
- Mobile devices must always be kept on silent mode and without vibration mode turned on.
- Mobile devices are not permitted in examinations and assessment under any circumstances.
- Students must not use their personal mobile device to interfere with the daily operations and procedures of the College or (in case of emergency) emergency services

- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video, social networks, or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all cases.

Proper use of mobile telephones or other electronic devices:

With the permission from, and under the supervision of a teacher, students may use a mobile device to:

- Access SFX SIMON – using mobile phone web browser.
- Access College eMail (Outlook).
- Access stored documents on a cloud service (OneDrive).
- Record information (eg: using the camera app or notes app) for learning purpose. This must be done within the usual guidelines and permissions of the College.
- Other functions as approved by the teacher

Note: personal data charges will apply to information accessed on a personal mobile device which requires an internet connection.

In line with the rules from the Victorian Curriculum and Assessment Authority (VCAA), students must not bring personal mobile devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a VCE external assessment or examination. A breach of VCAA rules will result in further consequences in line with VCAA procedures (<https://www.vcaa.vic.edu.au/Pages/vce/exams/examsrules.aspx>).

- Students must always respect the privacy of others in the College community (staff, students and parents).

As such, taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound educational reason for the recording and with the permission of the teacher and any other person identifiable in the video. Contact sharing is not allowed.

Under no circumstances will inappropriate use of mobile phones with cameras or audio recordings be tolerated. Incidents where students are found to be using a camera or making unauthorised photographic, video or audio records will be addressed in accordance with the College Discipline Policy.

- Students must always uphold the value of respect and recognise the potential of personal mobile devices to be used to enhance or damage relationships.

As such, students must not use their mobile devices at any time to threaten, bully, intimidate or otherwise harass other people through any form of text message, photography, videography, social networking, or other data transfer system available on a personal mobile

device. If a student is found to be threatening, bullying, or otherwise intimidating others from their personal mobile device the matter will be addressed in accordance with the College Discipline Policy.

Improper use of mobile telephones or other electronic devices may result in:

- Confiscation of the mobile device until the end of the day. The teacher will take it to reception to be stored safely. In this instance, it is the responsibility of the student to collect the device after school. Students will sign that they have collected the device.
- Where there is ongoing improper use of the personal mobile device the student will be required to hand in their personal mobile device at the beginning of the school day and then collect it from reception at the end of the school day.
- Where students have bullied, threatened or harassed other students or staff via the personal mobile device, or where the personal mobile device has been used to take photographs or display inappropriate material the matter will be addressed in accordance with the College Bullying Policy and Anti-Discrimination Policies

Responsible Use (Parents) during school hours:

- Personal mobile devices must not be used to bypass College procedures in relation to school-parent contact. The College seeks the support of families in ensuring that the College is able to exercise its responsibility for the duty of care of students by ensuring that the College is made aware of any issues that may arise.
- Parents who need to contact their child/ren during the school day may ring the College Office and the College will work actively to pass on the message.
- Where parents are aware of a misuse of personal mobile devices that are impacting the wellbeing of students, parents are asked to open communication with the relevant College staff regarding the matter.

Personal Mobile Devices

Personal mobile devices (PMD), such as mobile phones, and iPads, or any other equipment of a similar nature, must be used only under the direction and permission of staff. PMD use, whether intentional or accidental, that interrupts the learning environment of the school, circumvents school procedures or impacts on the wellbeing of others is not acceptable. I am aware of the further guidelines for use covered in the College's ICT Use Policy. If a PMD is used incorrectly, the device will be confiscated and returned to the student at the end of the day. Other discipline action will be taken with repeated inappropriate PMD use.

Status of Policy:	
Manager Responsible:	Deputy Principal Compliance
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Approved by:	College Executive March 2018