Procedure for

Personal Mobile Device Procedure

(including use of mobile and smart phones)

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

Contents

Purpose

The purpose of this procedure is to outline the parameters for the safe use of personal mobile devices in a learning context.

The aim of this policy is to provide:
- a safe learning environment
- opportunities for the development of personal and social capabilities
- opportunities for more physical activity during breaks

It supports:
- the reduction of distractions from learning and positive relationships
- the reduction of antisocial interactions such as cyberbullying

Scope

The procedure applies to all students at the College.

A personal mobile device applies to all mobile devices.

It most specifically refers to (but is not limited to) mobile phones.

It also includes (but is not limited to) digital cameras, portable audio devices, personal tablet computers, smart watches and other similar devices.

It does not refer to school approved scientific calculators and laptops.

Context

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.

Research into the hazards of mobile phone devices

Increasingly, research has asserted that there are distinct negative factors associated with the overuse of personal mobile devices in a learning environment. In particular, detrimental issues include:
- Regular mobile phone use is connected to an increase in depression, anxiety, relationship challenges and reduced happiness
(Harvard University Blog: Dopamine, Smartphones & You: A battle for your time, 2018)
- A review of research on the effects of mobile phone use on cognition has shown that habitual mobile phone use may have negative and lasting impact on a user's ability to:
  - Think

- o Remember
- o Pay attention
- o Regulate emotion

(Wilmer HH, Sherman LE, Chein JM. Smartphones and Cognition: A Review of Research Exploring the Links between Mobile Technology Habits and Cognitive Functioning. Front Psychol. 2017)

- Even when people are successful at maintaining sustained attention (eg: when avoiding the temptation to check their phones) the mere presence of these devices reduces available cognitive capacity. Having a smartphone turned on or off, lying face up or face down on a desk does not matter - having a smartphone within sight or within easy reach reduces a person's ability to focus and perform tasks because part of their brain is actively working to not pick up or use the phone. (Adrian Ward, Kristen Duke, Ayelet Gneezy, and Maarten Bos, Brain Drain: The Mere Presence of One's Own Smartphone Reduces Available Cognitive Capacity, JACR Vol 2 (2), 2017)
- Multitasking is an illusion as our brain has to literally switch back and for the between two activities which has a cost to attention and productivity. Even brief mental blocks created by shifting between tasks such as checking a phone can impact productivity by 40%. (American Psychological Association)
- Mobile phones can have a negative impact on learning through distraction and their removal from the classroom can yield an improvement in student performance, especially for students with high learning needs. Students who did not use smartphones while participating in a lecture wrote 62 per cent more information in their notes and were able to recall more information than their phone-using counterparts. (Australian Psychological Society, https://psychlopaedia.org/learning-and-development/mobile-phones-in-the-classroom-a-helpful-or-harmful-hindrance/)

Since 2020, the Victorian Government has banned mobile phones in all government school with a view to improving communication skills, reducing the negative effects of mobile phones and improving learning.

The College's personal mobile device procedures aim to find a balance between promoting the benefits reaped through the responsible use of technology for learning and the caution against learning distraction that can come from such use.

Procedure

1. Acceptable Use

Responsibility for the device

- 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.

What the device is used for

Students should:
- Always 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.

- 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, Positive Behaviour Support and Anti-Bullying policies and procedures.

- 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 with the College Discipline, Positive Behaviour Support and Anti-Bullying policies and procedures.

When the device is used

- Personal mobile devices are permitted at school and may be used before and after school.
- Personal mobile devices may not be used during breaks.
- During timetabled classes, the classroom teacher may give permission for a personal mobile device to be uses where it is an approved part of the lesson plan and communicated to students and the Campus Leadership Team in advance.
- During school hours, mobile phones must be kept on silent and stored safely, out of sight.
- During school hours, mobile phones (or their technology for communication) must not be accessed via another device (eg: Smart Watch)
  Please note that mobile phones should not be used in the canteen. Students may pay at the canteen via a student card (with prepaid credit) or a bank card (EFTPOS).

How the device is used

- Student 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.
- Student must not use their device to engage in communications (text or calls), including communication with parents. Communication with parents can be facilitated via Student Services if needed.
- Student must not use their device to 'hot spot'.
- 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).

- Mobile devices are not permitted in examinations and assessment at any year level unless the device is documented and named as an approved device for the learning area examination.

2. Exemptions to Acceptable Use

Exemption type	Example	Process
Specific learning activities	Eg: using a phone for part of photography portfolio	Teacher will document the nature of use and seek permission from Campus Leadership Team in advance
Reasonable adjustments to a learning program because of a disability and/or learning difficulty	Eg: a student with a speaking impairment may use an app on a phone to contribute to class discussion	Exemption will be documented on a Personal Learning Plan and noted in the Student Profile on SIMON
Students with a health condition	Eg: A student with diabetes may have an app that helps monitor blood glucose levels	Exemption will be documented on a Support Plan and noted in the Student Profile on SIMON
students who are young carers documented in a localised student record	Eg: a young person providing care to a parent with health issues, their mobile phone may be used to discuss health issues with medical professionals and the person they are caring for.	Exemption will be documented on SIMON with an alert
Travel to and from excursions; or use on an excursion	Eg: An excursion that requires students and teachers to travel via bus poses the risk that a bus may be delayed due to break down or traffic. With an exception, students would be able to switch their phones on and use them to rearrange pick-up times with their parents/carers	Exemption will be documented in risk assessment planning

3. Responding to unacceptable use

Where the expectations outlined in the procedure are not met, action will be taken in line with the College's Pastoral Care and Positive Behaviour Support Procedure. As such, a tiered approach will apply and the following may occur.

Tier 1
- Phone can be confiscated and collected by the student from Student Services at the end of the school day
- An incident will be recorded in SIMMON and parents may be notified via email
- A restorative conversation may be organised so that student can reflect on the impact of phone use on the learning environment

Tier 2 and 3 (ongoing misuse)

In addition to the above
- Parents may be asked to meet with the College to plan for supporting the appropriate use of the mobile device
- The student may be required to hand their phone in to Student Services at the start of every school day

Failure to comply with staff instructions about the phone will result in further action will being taken in line with the College's Pastoral Care and Positive Behaviour Support Procedure.

In line with the College's restorative approach, supports can be provided to students who require them. This includes support to access community resources to address device or gaming addiction.

5. Responsible use and parents

Parents are required to support the College to enact its policies and procedures. As such,
- 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.

Compliance

Responsibilities

Parents	To support the College by encouraging their child/ren to meet the expectations of this procedure and model such behaviour
Students	To meet the expectations outlined in this procedure
Teachers	To meet the expectations outlined in this procedure
	To follow-up on non-compliance or unacceptable use of mobile devices

| Deputy Principal Head of Campus | To promote attendance and response as outlined in this procedure |
| College and Campus Leadership Teams | To monitor and respond to mobile device use |

Implementation

This procedure is implemented by:

- communicating these guidelines to the College community
- providing support for options of technology use
- monitoring the effectiveness of the procedure
- reviewing and evaluating the procedure

Related legislation

- Privacy and Data Protection Act Vic 2014
- Charter of Human Rights and Responsibilities Act, 2006
- Child Wellbeing and Safety Act, 2005 (Vic)
- Disability Discrimination Act, 1992 (Cth)
- Disability Standards for Education, 2005 (Cth)
- Education and Training Reform Act, 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Occupational Health and Safety Act, 2004 (Vic)

Related DOSCEL Policy

- Student Duty of Care Policy
- Child Safety and Wellbeing Policy
- Student Pastoral Care Policy
- Privacy Policy
- Behaviour Management Policy
- Discipline Policy
- Suspension, Negotiated Transfer and Expulsion Policy and Procedure
- Critical Incident Management Policy

Related College Procedures

- Child Safety and wellbeing policies and procedures
- Pastoral Care and Positive Behaviour Support Procedure
- Bullying Prevention and Intervention Policy
- Student Duty of Care Procedure
- Privacy Procedure
- Suspension, Negotiated Transfer and Expulsion Procedure

Related

- Student Support Plan Templates

Further Information

Further information can be obtained from: Deputy Principal Wellbeing

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date	-
Last Reviewed	Jan 2024
Review Date [Commonly 1 – 2 Years]	2 years Jan 2026
Local Governing Authority Approval	College Executive Team

Record of Review

Details of Amendments	By Whom	Date
Significant updates: - Addition of context and research - Addition of Exemptions to Acceptable Use section - Addition of Compliance section Significant change: Mobile phones may not be used during school hours – staff must apply via the Campus Leadership Team to give permission to use personal devices for a learning activity. Clarification: Mobile devices may be confiscated and held at Student Services if used during the school day.	Deputy Principal Wellbeing	Jan 2024