

STUDENT MOBILE PHONE POLICY



**St. Francis Xavier College
Berwick, Officer & Beaconsfield**

Ratified by College Executive: March 2018

Mobile Phones

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

In recent times the types of, and nature of, mobiles students have access to, have dramatically increased. St Francis Xavier College encourages the use of new and changing technologies in learning: the mobile phone has become one of the most influential advancements in technology over the past decade. Its use in the classroom and in learning is encouraged however; we should give consideration to how it is used as a tool for learning:

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

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students will use their mobile phone in a way, which reflects the core values being taught in schools, including the values of respect, responsibility, care, and fairness.
- Students must not use their mobile phones in class when lessons are in progress or without the express permission of the classroom teacher.
- During timetables classes these devices **MUST BE IN SILENT MODE**.
- 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.

Use of mobile telephones or other electronic devices:

At Junior School (Berwick and Officer Campuses)

- During timetabled classes it is up to the discernment of the classroom teacher to whether a mobile phone or other electronic device can be used in class.
- At the Junior School (Berwick and Officer Campuses) a mobile phone or electronic device is not permitted to be used at recess or lunchtime.
- Mobile phones are permitted to be used before and after school at all campuses when communication with parents or guardians is required.

At Senior School (Beaconsfield Campus)

- During timetabled classes senior school students are allowed to have a mobile phone or other electronic device in academic classes. The use of a mobile phone or other electronic device is intended to assist them in their learning.
- At the Senior School students are encouraged to not use a mobile phone or electronic device at recess or lunchtime. If a student has the need to use their devices at these times it is with the intent to assist them in their learning.
- Mobile phones are permitted to be used before and after school at all campuses when communication with parents or guardians is required.

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

- Confiscation of the mobile phone or other electronic device until the end of the day. The student will receive a formal warning. Further breaches will result in appropriate disciplinary action being taken.

For example: The student being required to hand in their mobile telephone or other electronic device at the beginning of the school day for collection when the student goes home.

- Other disciplinary action will be taken in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material

Proper use of mobile telephones or other electronic devices:

- Accessing SFX SIMON – using mobile phone web browser (please note data charges may apply when accessing web based services off a mobile phone)
- Recording information using the camera feature of the mobile device. Suggested applications are Microsoft OneNote and Office Lens. (Both applications support the integration to the SFXC Office 365 service)

- Accessing College email (Outlook) – please note data charges may apply when accessing email services off a mobile phone
- Accessing stored documents on a cloud service (OneDrive) – please note data charges may apply when accessing cloud services off a mobile phone

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.

The student is responsible for the safe storage of their PMD.