



Policy Number:	STUDENT 02
Policy Name:	Student Mobile Phone Policy
Contact Officer:	Deputy Principal – Community
Date Approved by Executive:	November 20, 2018
Date of Next Review:	November 2021
Related Policies:	Social Media Policy - Students Student Device Acceptable Use Agreement/Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. INTRODUCTION

1.1 As a Catholic College in the Mercy tradition, St Joseph's College expects that all students will act in a manner which respects the dignity of others and which is in accord with the policies of the College.

1.2 This policy has been revised to reflect the need to assist students to build awareness that a more limited use of mobile phone technology can positively affect their learning, their self-esteem and their relationships.

1.3 Students are expected to use mobile phone technology for appropriate purposes that complement the educational purposes of the College.

1.4 All students are to abstain from the inappropriate use of personal mobile phone technology whilst engaged in the classroom or while on other educational activities. Inappropriate use is deemed to be use that is of a personal nature, which is not a direct part of the educational activity at that time. This includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on a phone during classes or during other supervised educational activities. Students must have their mobile phones switched off and out of sight at all times unless otherwise indicated.

1.5 Students in Years 7 to 10 may not use mobile phones before school, during recess and lunch breaks or after school while on the College grounds as this activity often inhibits other social interactions with peers.

1.6 Students in Years 11 and 12 may use mobile phones in and near the VCE Common Room during their lunch break only to listen to music. They may not use them in other parts of the College. Riverside Trade Training students may not use mobile phones while at the Mercy Campus.

1.7 Students in Years 11 and 12 may use their mobile phones for music purposes while studying

in the Library - Senior Students' Area. Students must use earphones, music/sound must not be able to be heard by other students.

2. DEFINITIONS

2.1 Mobile Phone – Personal Mobile Phone/Personal Communication Device belonging to a student of the College used for the purposes of voice, video, photo or text messages.

3. PURPOSE

3.1 The purpose of this policy is to set standards of behaviour for the use of mobile phones that are consistent with the broader values and expectations of the St Joseph's College community.

3.2 This policy is designed to prepare students for life in the workforce where workplace standards regarding the use of mobile phones affect the employability of employees.

4. SCOPE

4.1 This policy applies to all St Joseph's College students and Riverside Trade Training students.

5. RIGHTS AND RESPONSIBILITIES

5.1 Students are not to use mobile phones in class for any purpose, unless they have been specifically directed to do so by a teacher and where this activity is set out clearly in the unit planning for that subject. This will be the exception and must be approved by the Learning Area Leader for that subject. This includes listening to music, playing games, texting, creating videos, photos or sound recordings.

5.2 Students are expected to show respect to others, including all members of the College community. Students are also expected to give due respect to the tasks in which they are engaged and to avoid allowing mobile phones to limit the effectiveness of the teaching and learning opportunities available to them. This policy covers activities conducted on or off campus during the school day.

5.3 Students are not to use mobile phones to take photos, videos or record conversations of staff or students in classrooms, in the vicinity of the College or in public places. These actions may be illegal and Police involvement may be initiated. This policy also includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on the phone during classes or during other supervised educational activities.

5.4 The College takes no responsibility for phones brought onto the College grounds. This includes damage or theft incurred while on College grounds or while engaged in educational activities. Students bring phones to school at their own risk.

5.5 Students are not to answer phone calls or text messages from parents while in class. Emergency messages will be relayed to the student via the Student Office.

5.6 The use of mobile phones on excursions, camps and retreats is limited to specific activities where the use of the phone is directly relevant to the activity being undertaken. This will usually be as an emergency contact device only. On overnight excursions or camps students will be allocated specific times when they may be able to contact home. Inappropriate use of phones on camps and excursions will result in the phone being given to staff until the end of the camp or excursion.

6. BREACH OF THIS POLICY

6.1 A breach of this policy may also involve a breach of other policies and expectations, such as the classroom expectations of students as agreed upon by teachers and students.

6.2 Any breach of this policy will be considered by the Subject Teacher who will require the student to surrender the phone to the teacher.

6.3 If a phone is used inappropriately in class, the phone will be collected by the teacher and taken to the Student Office. The student can collect the phone at the end of the school day. Parents will be contacted and the student will receive a detention. For Riverside Trade Training Centre students, the phone will be handed to the Student Office. The student can collect the phone at the end of the school day. The home school will be notified.

6.4 The Homeroom Teacher will monitor the breaches of this policy. If the Homeroom Teacher becomes aware of more than one breach, parents will be contacted and a meeting arranged to discuss a behaviour management plan for the student. For Riverside Trade Training Centre students, the home school will be notified and asked to contact parents to discuss a behaviour management plan.

6.5 If a student breaches the conditions of this policy and then refuses to hand the phone to the teacher, the student will be removed from class and parents will be requested to collect the student from the College. A meeting with the Homeroom Teacher, House Leader, student and parent/guardian will be required before re-entry to the College. At this meeting, the student must agree to follow the conditions of this policy for re-entry to classes. For Riverside Trade Training Centre students, the home school will be asked to collect the student. The student must agree to follow the conditions of this policy for re-entry to classes.

6.6 In all cases of breach of this policy, the actions and consequences will be tracked for reference in the student records on SIMON. This will be done by the teacher in whose class or activity the breach occurs. Parents will be notified by a text message from the College if a mobile phone is taken from a student. For Riverside Trade Training Centre students, the home school will be contacted if a mobile phone is taken from a student.