



LOYOLA COLLEGE

ACCEPTABLE USE OF MOBILE PHONES WITHIN THE SCHOOL ENVIRONMENT

Intended audience	Loyola College Community
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PREAMBLE

Loyola College is committed to providing a safe and nurturing environment which supports the use of emerging technologies for educational delivery and personal development. Electronic devices are a part of everyday life and can add value to a student's educational experience if appropriately incorporated into the learning program. However, inappropriate use of these devices in the school environment can be disruptive to student learning. Behaviour which is deemed to be unacceptable when using electronic devices is regarded very seriously by the College.

The Acceptable Use of Mobile Phones Policy is based on the principles of mutual responsibility and respect of all parties involved. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile phones by students, and involves parents, as partners, in assisting their children in the proper use of mobile phones. The policy is underpinned by an overall requirement for students to exercise care, use their phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take a mobile phone/smart watch to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's requirements.

This policy applies to students while on Campus, as well as during school excursions, camps and extra-curricular activities.

PURPOSE

The widespread ownership of mobile phones/smart watches among young people requires staff, students and parents to take steps to ensure that phones are used responsibly at school. Students, parents / guardians are asked to read and understand the Acceptable Use of Mobile Phones Policy, before students are given permission to bring personal phones to school.

The Acceptable Use of Mobile Phones Policy is designed to:

- Ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide may continue to be enjoyed by students.
- Provide staff, students and parents with guidelines and instructions for the appropriate use of phones during school hours, and/or, when on College sanctioned activities off campus.

DEFINITIONS

Electronic device: includes, but is not limited to, mobile phones, smart watches, laptop computers, music and video players, still and video cameras, voice recorders, instant messaging services, personal digital assistants, handheld games and various other functions commonly found within these devices. For the purpose of this policy, 'electronic device' refers to mobile phones/smart watches.

School environment: includes school premises, excursions, camps and extra-curricular activities.

School Hours: 8.25am – to the conclusion of academic classes/College sanctioned activities.

GUIDING PRINCIPLES

Use

- Mobiles phones/smart watches must not be used to send harassing or threatening messages.
- Mobile phone cameras (still and video) must not be used:
 - In banned spaces, such as change rooms, bathrooms, school yard, classrooms
 - To film people and their activities without their knowledge or permission.

Personal safety and security

- Loyola College accepts that parents/guardians give their children phones to protect them from everyday risks involving personal security and safety.
- It is acknowledged that providing a child with a mobile phone/smart watch gives parents/guardians reassurance that they can contact their child if they need to speak to them urgently **outside school hours**.

Responsibility

- It is the responsibility of students who bring mobile phones/smart watches to school to abide by the guidelines outlined in this document.

PARENTS/GUARDIANS are asked to:

- Refrain from contacting their child on their phone, during school hours.
- Contact the College Office should there be an urgent need to speak to their child during school hours.

STUDENTS are asked to:

- Have their phones switched off and out of sight during the school day.
- Only use their phones before or after school hours.
- Display courtesy, consideration and respect for others when using a phone.
- Ensure that their phones are always stored in a safe and secure place – preferably in their lockers.
- Ensure that their smart watch is not used to replace their mobile phone while at school.

Note: Students have access to the College phone at Reception if there is an urgent need to contact parents/guardians.

The COLLEGE will:

- Inform students and parents that mobile phones are used at their owners' risk.
- Take appropriate action when a student:
 - Photographs or films other individuals without their consent or sends harassing or threatening messages.
 - Is found using a mobile phone/smart watch during school hours, including times when he/she is sitting an exam or assessment task.

Acceptable Uses

- Students should only use their personal phones before or after school hours.
- Exceptions may be permitted:
 - In **exceptional circumstances** when a parent/guardian specifically requests that a student has access to their phone as a requirement for learning and organisational matters. Such requests will be handled on a case-by-case basis and should be directed to the Head of Student Services and the Deputy Principal- Students. These students will be issued with a *mobile phone pass*.
 - When students are partaking in school sanctioned activities which may require them to contact parents/guardians, for example, if there is to be a rescheduled arrival time due to unforeseen circumstances.
- Mobile phones/smart watches should not be used in any manner or place that is disruptive to the normal routine of the school.
- Students should protect their phone numbers by only giving them to friends. Precautions should be taken so as to guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

Unacceptable Uses

- Mobile phones/smart watches should not be used to make calls, send SMS messages, surf the internet, engage with social media, take/send photos or objectionable images, or, use any other application during school hours.
- Using personal phones to engage in personal attacks such as harass, bully, threaten, or post private information about another person, is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- Tethering mobile phones (via creating a wireless hotspot or using Bluetooth or any other tethering means) to a computer, thereby bypassing the College firewall and gaining unfiltered access to the Internet using one's personal mobile phone service provider.
- It is prohibited for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate students/staff, and to send the pictures to other students or upload it to a website for public viewing. This also includes using phones to photograph, film or record without the person's consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person.
- Mobile phones are not to be used or taken into change rooms, or bathrooms, or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College.
- Mobile phones are not to be used to cheat in examinations or in any assessment task.
- Mobile phones are not to be used to listen to music while studying.
- Using a smart watch as an alternative to their mobile phone.

Theft or damage

- Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive.
- Mobile phones that are found in the school and whose owner cannot be located should be handed to Reception.
- The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Sanctions

- Students who infringe the rules set out in this document may face having their phones confiscated by College staff.
- Depending on the circumstances, the confiscated mobile phone may be held at the Office where it may be picked up at the end of the day. For more serious incidents, the student's parent/guardian will be informed of the confiscation and appropriate arrangements will be made for the parent/guardian to collect the mobile phone. Further sanctions may apply.

- In the wellbeing interest of all staff and students, the College reserves the right to access a student's phone, in their presence, to investigate any alleged misuse of a mobile phone.
- Repeated unacceptable use of a mobile phone will lead to disciplinary action as sanctioned by the College.
- For breach of ICT policy, access to ICT will be removed for a determined period of time.

Note: It is a criminal offence to use a mobile phone to menace, harass, offend, or record without permission another person. As such, if action as sanctioned by the College is deemed ineffective, as with all such incidents, the College may consider it appropriate to involve the police.

RELATED DOCUMENTS

Loyola College Respectful Student Relationships Policy

Loyola College Acceptable ICT and Internet Use Policy

Loyola College Social Media Policy

Loyola College Student Planner

