

**ST JOSEPH'S COLLEGE GEELONG**  
**POLICY 5.9 ACCEPTABLE USE OF MOBILE DEVICES**

**INTRODUCTION**

**Background**

1. Mobile devices can provide a level of personal safety and security when travelling to and from school. Properly supervised, mobile devices can be useful educational tools during lessons.
2. Mobile devices can provide access to unfiltered internet use which would be contrary to the Appropriate Use of ICT Policy and school's commitment to providing a child safe environment. Mobile devices can be used to take images and videos of other students and staff without their permission which would be contrary to our Privacy Policy. The school is committed to child safety in all school environments during and outside school hours.
3. The unsupervised use of mobile devices during school hours makes it extremely difficult to ensure that they are not used contrary to the Privacy Policy or the Appropriate Use of ICT Policy. Such unsupervised use can also lead to greater screen time, less face-to-face interactions and less activity during breaks.
4. The school seeks to increase face-to-face interactions and physical activity during breaks as a means of improving the health of students and increasing their interactions with others.

**Rationale**

5. The purpose of this policy is to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide fit within our educational and personal requirements.

**POLICY**

**Guiding Principles**

6. The guiding principles are:
  - a. Mobile Devices in this Policy refer to the range of portable electronic equipment such as telephones, tablets, iPods, MP3s, Electronic Games, non-school issued laptops and smart watches. As technology evolves this list will grow, any doubt if this policy applies to a certain electronic device should be clarified with the College.
  - b. Mobile devices should be switched to silent and kept out of sight between the start of Homeroom until 3.20 pm or during any school activity.
  - c. Mobile devices may only be used during school times if authorised.
  - d. This policy applies to students during school excursions, camps and extra-curricular activities unless the excursion guidelines stipulate that mobile devices are not permitted.

**Acceptable Uses**

7. The following are acceptable uses of mobile devices:
  - a. Mobile device use during the school day may be permitted only in exceptional circumstances if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to a Deputy Principal. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.
  - b. Staff may allow students to use mobile devices for educational purposes provided they are used in line with the Privacy Policy or the Appropriate Use of ICT Policy. Students must use devices only with the explicit permission of a staff member.

## **Unacceptable Uses.**

8. The following are unacceptable uses of mobile devices:
  - a. Using mobile devices to bully and threaten other students is unacceptable and may constitute criminal behaviour.
  - b. Students may not use their mobile devices to record videos and pictures of others without their consent or send such images or videos to others or upload them to websites for public viewing. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
  - c. Mobile devices may not be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to others.
  - d. Mobile devices are not permitted to be used in exams or other assessments as specified by the conditions of the School Assessed Coursework (SAC).
  - e. Headphones including Bluetooth headphones are not to be visible other than for permitted classroom use.

## **Inappropriate Conduct**

9. Inappropriate conduct is considered:
  - a. Any student/s using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal.
  - b. Any student who uses vulgar, derogatory, or obscene language including while using a mobile device will face disciplinary action as sanctioned by the Principal.
  - c. Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages and by taking/sending photos or objectionable images.

## **Theft or Damage**

10. The school accepts no responsibility for:
  - a. replacing lost, stolen or damaged mobile devices at school; or
  - b. mobile devices stolen while travelling to and from school; or
  - c. school excursions, camps and extra-curricular activities.
11. It is strongly advised that students use passwords/Personal Identification Number (PIN) to ensure that unauthorised device calls cannot be made on their devices (eg by other students, or if stolen). Students should keep their password/PIN confidential. Mobile devices and/or passwords should not be shared.

## **Permission to Investigate**

12. Parents give permission for the College to investigate students for any suspected inappropriate use of mobile devices and other technologies.
13. This permission includes the right for school staff to look through the mobile device and apply penalties for any inappropriate material found stored on the device.
14. Parents give permission and accept that disciplinary action as sanctioned by the Principal may result. This permission is given regardless of the time or place that the unacceptable use or inappropriate conduct has occurred.
15. Looking through a student's mobile device will only occur in the presence of the student and a Year Level Co-ordinator or Deputy Principal.

*[It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. The College may consider it appropriate to involve the police.]*

## **Consequences of Breaching this Policy**

16. Students who infringe the rules set out in this document may face having their devices confiscated for a time determined by the Deputy Principal or Year Level Coordinator.

17. Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile device to school.

18. As set out in the previous section, failure to comply with this policy as set out in this document may result in an incident being referred to the police for investigation. In such cases, the parent or guardian will be notified immediately.

## **Communication**

19. To ensure the details of this policy are clearly understood by the College Community the expectation will be included in the following documents/forums:

- a. Letter Of Offer and Re-Enrolment. The text is shown at attachment 1. The Registrar is to be informed of any changes that should be made if the policy is changed or the wording requires modification.
- b. Student Handbook. The student diaries contain a brief expectation statement. The text is also shown at attachment 1. The Director of Students is to be informed of any changes that should be made if the policy is changed or the wording requires modification.
- c. College Website. The Policy is to be published on the College Website.

20. Any changes to this Policy that constitute a fundamental change in the expectations and consequences are to be briefed to the College Community through the various avenues such as Year Level Assemblies and the College Newsletter.

## **CONCLUSION**

21. Mobile devices are a part of the fabric of society and it is important that the College Community understand what is allowed, not allowed and is inappropriate. The College is committed to providing a Child Safe environment. This policy is integral in setting the standards in one facet of the Child Safe strategy.

22. The College expects that all students, employees and volunteers will abide by this policy and all related policies.

## **Related Policies**

23. The Acceptable Use Of Mobile Devices Policy has linkages to other relevant College policies and professional expectations, as follows:

- a. Policy 1.3 Privacy Policy;
- b. Policy 4.2 Bullying/Harassment Policy;
- c. Policy 5.1 - Social Media;
- d. Policy 5.2 Appropriate Computer Use Policy – Students;
- e. Policy 5.3 Appropriate Computer Use Policy For Staff, and
- f. Policy 5.12 Monitoring Computer Use Policy.

## **Policy Review**

24. The custodian of this Policy is the Director of Information and Communications Technology. It will be reviewed every two years to take account of any changed technology, legislation, expectations or practices.

## **Authority**

25. This policy has been authorised by the St Joseph's College Geelong Board.

**Attachments:**

1. Communication Messages

## **COMMUNICATION MESSAGES**

It is important that the message regarding Acceptable Use of Mobile Devices is consistent across the various communication forums within the College. The following text is to be used to convey the College Policy.

### ***Enrolment Letter Of Offer***

#### **College Mobile Device Policy**

*As a condition of enrolment parents agree to accept a range of College policies including the Acceptable Use of Mobile Devices Policy. This policy in full is available on the College Website. As part of this policy, parents agree that staff in Positions of Leadership may inspect material stored on a mobile device in the event of it being confiscated from the student if there are concerns about the content.*

*The expectations are published annually in the student diary.*

*If for some reason you do not wish your son's mobile devices to be subject to this policy, we ask that you advise the College and he not bring a mobile device (not including his school laptop) to school.*

### ***Student Diary***

#### **College Mobile Device Policy**

*The College recognises that mobile devices are a part of the fabric of society and it is important that the College Community understand what is allowed, not allowed and is inappropriate. As a condition of enrolment parents agree to accept a range of College policies including the Acceptable Use of Mobile Devices policy. This Policy in full is available on the College Website. Students should understand:*

- Mobile devices should be switched to silent and kept out of sight between the start of Homeroom until 3.20 pm or during any school activity.*
- Mobile devices may only be used during school times if authorised by College Staff; this includes school excursions, camps and extra-curricular activities (unless the excursion guidelines stipulate that mobile devices are not permitted).*
- The College accepts no responsibility for these items in the event of their loss or damage.*
- Parents give permission for the College to investigate students for any suspected inappropriate use of mobile devices and other technologies. This permission includes the right for school staff to look through the mobile device and apply penalties for any inappropriate material found stored on the device.*

*Students who infringe the rules may face having their devices confiscated for a time determined by the Year Level Coordinator, Director of Students or Deputy Principal.*