



# MARIAN CATHOLIC COLLEGE KENTHURST

## MOBILE PHONE POLICY

**Date of Publication: January 2023**

**Date to be Reviewed: 2024**

### **Rationale:**

Marian Catholic College acknowledges that mobile phones and smart devices (e.g. smart watches) are a part of modern society and the school accepts that many students will possess these devices. The impact technology can have on learning and wellbeing both positive and negative are now fundamental parts of education and we must work in partnerships with families to equip young people with the skills they need to manage their mobile usage. It is the aim of this policy to enable students to develop important skills, knowledge and values which set them up to be safe and responsible mobile phone users both now and in the future.

### **This policy aims to:**

- Promote healthy and positive relationships between students.
- Support the development of each students' interpersonal and social skills.
- Ensure the learning environment is free from distraction.
- Reduce the reliance upon technology as a means of communication.

### **Guidelines:**

**Marian Catholic College has a responsibility to students and staff to mitigate any risk associated with the use of technology at the College.**

- Students may bring electronic devices such as Mobile/Smart Phones to the College. However, they do so at their own risk and the College will not accept responsibility for loss of, or damage to, any of these devices.

- Mobile/Smart Phones are not to be visible from the first bell in the morning (**9.00am**) until the final bell for the day (**3.18pm**). They should either be switched off or on silent. Smart watches (Apple watches etc.) may only be used as watches.
- Airpods/headphones should also be unseen. The wearing of Airpods/headphones is regarded the same as a phone being used. Therefore, they should not be visible.
- Students may not use the phones to take photographs or videos of teachers or any other students at any time.
- Mobile/Smart Phones are not to be used to take and/or send photographs and/or videos of any member of the community without the express permission of the people involved.
- iMessage is not to be used at any time between the hours of 9.00am - 3.18pm
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher (including Airdrop)

## **School Environment Considerations**

### **Classroom**

Classroom teachers have the discretion to grant permission for students to use a Mobile/Smart Phone or Airpods/headphones for educational purposes only. If the device is to be used outside the classroom then the student is required to have a note in their diary from the classroom teacher.

### **Playground**

Mobile phones may not be used at any time whilst on the College grounds during recess and lunch breaks. They should be unseen and unheard.

### **Urgent Contact**

Students are to approach their relevant Year Leader of Learning to ask for permission to call their parent/guardian. Should their Year Leader of Learning be unavailable, the student is to come to the Student Foyer for permission to contact their parents.

If parents need to contact their daughter/son during the day we ask for your support by not calling or messaging them. You can email your daughter/son or contact the school office on 9654 6700 who will convey any messages where necessary.

Students who experience sickness, enough that they need to contact home, must go to Sick Bay and the school office will notify parents.

### **Excursions**

These devices can be taken on excursions but should only be used under the directions of supervising teachers or in the case of emergency.

## Exemptions

Students with a documented medical condition which requires the use of a mobile phone to track the student's health. Once a parent has provided medical evidence to the Year Leader of Learning students will be issued an exemption card for the use of their phone.

## Procedures for Non-Compliance

If during the school day a student is seen using electronic devices such as Mobile/Smart Phones the following process will be followed:

### First Infringement

- The phone will be confiscated by the teacher and handed into the Marian Student Reception.
- The student will collect the phone at the end of the day by signing it out from the Marian Student Reception.
- Parents are contacted via a Compass email regarding the 1st infringement.

### Second Infringement

- The phone will be confiscated by the teacher and handed into the Marian Student Reception.
- The student will collect the phone at the end of the day by signing it out from the Marian Student Reception.
- Parents are contacted via a Compass email regarding the 2nd infringement.
- An OOSD is also issued. This will be issued via an email to the student and parent outlining the detention details.

### Third Infringement

- The phone will be confiscated by the teacher and handed into the Marian Student Reception.
- Parents are contacted via a Compass email regarding the 3rd infringement.
- An OOSD is also issued. This will be issued via an email to the student and parent outlining the detention details.
- Parents are contacted by the Year Leader of Learning and the student needs to sign their phone into Student Reception at the start of each day via their Year Leader of Learning and collect it at the end of each day for one week.

### Repeated non-compliance

- Should a student repeatedly re-offend, they will be required to sign in their phone each day to the Marian Student Reception and collect at the end of the day with the Leader of Learning Wellbeing

### Refusal to hand in device

- The student and parents/carers will be asked to meet with the Assistant Principal Wellbeing & Growth to discuss their child's refusal to comply with the school's Mobile Phone policy.
- There may be further disciplinary actions taken.

### Review

In accordance with the Marian Catholic College School Review and Development Cycle this plan will be reviewed in Term 1, 2023.