

Mobile Telecommunication Devices Policy

Revised on: December 2023

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Therefore encourage one another and build each other up, just as in fact you are doing.

1 Thessalonians 5:11

School Policy for Mobile Telecommunication Devices

1. Purpose

The widespread ownership of connected mobile devices among young people requires that school administrators, teachers, students, and parents take steps to ensure that connected mobile devices are used responsibly at schools. This Policy is designed to ensure that potential issues involving electronic connected mobile devices can be clearly identified and addressed, ensuring the benefits that these devices provide (such as increased safety) can continue to be enjoyed by our students.

St Margaret Mary's College has established the following Policy for mobile connected devices that provides teachers, students and parents guidelines and instructions for the appropriate use of these devices whilst on school property.

2. This policy applies to official school times: 8.35am – 3.05pm.

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3. Rationale

Personal safety and security:

St Margaret Mary's College accepts that parents give their children mobile telecommunication devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school.

However, mobile telecommunication devices can lead to disruptions to students' educational progress and be used in ways that have a negative impact on individuals. Hence, there needs to be some limitations on their use during the learning day at SMMC.

4. Definition

Mobile telecommunication devices for the purposes of this policy include mobile telephones, tablets and wearable devices (e.g. smart watches) capable of internet connectivity (either cellular network or wi-fi). The College recognises the evolving nature of this technology and reserves the right to determine on an individual basis whether a particular device is being used by a student in a way that brings it within the purview of this Policy.

5. Responsibility

- 5.1. It is the responsibility of students who bring mobile telecommunication devices to school to abide by the guidelines outlined in this document and the associated consequences.
- 5.2. If a student brings a mobile telecommunication device to school, it is their responsibility to keep it safe. The school accepts no responsibility for these devices that are brought to school and undertakes no responsibility to investigate their replacement, loss or alleged theft.

6. Acceptable Uses

- 6.1. Mobile telecommunication devices must be switched off and kept in lockers (Years 10-12), or handed in to the Office (Years 7-9), whilst on school property or involved in any school activity, including recess, lunch breaks and school related events, camps or excursions. Mobile phones can be used outside of school hours to contact parents regarding collection arrangements and other urgencies.

7. Unacceptable Uses

- 7.1. Mobile telecommunication devices should not be used to make calls, send SMS messages, access the Internet and other social media apps, take photos or film footage, whilst on school property. Personal devices must not be used to film or photograph students or staff on school grounds or in their school uniform. This includes whilst in classes, on buses, on excursions or camps, at After School Tutorial Programmes and whilst in the Library after school.
- 7.2. Mobile telecommunication devices are not to be used as Mass Storage Devices (USB) to be used and accessed during school.
- 7.3. Using mobile telecommunication devices to bully, threaten or humiliate others (students or staff) is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- 7.4. Any student/s caught using mobile telecommunication devices in exams or assessment will face disciplinary action as sanctioned by the College Leadership Team, in line with the Mobile Telecommunication Devices Policy and Assessment Policy.

8. Points to Note

- 8.1. Students should take measures to ensure they take personal responsibility for the safety and identification of their mobile telecommunication devices.
- 8.2. Students who bring a mobile device to school must leave it locked away in their locker or the Office when they arrive. In the event that the locker is considered unsafe, mobile devices can be stored at the office for that day.
- 8.3. The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- 8.4. It is strongly recommended that students use password/pin numbers to ensure that unauthorised access cannot be made on their mobile telecommunication devices (eg, by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile telecommunication devices and/or passwords should not be shared.

8.5. 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 necessary way.

8.6. Students are not to contact their parents during the school day using their mobile telecommunication devices. If sick or upset, students should report to the Student Support Services Office to make contact with parents.

9. Consequences

9.1. Students who infringe the expectations set out in this policy will have their devices confiscated by teachers. The mobile device will be taken to a secure place within the school.

9.2. A record of mobile device confiscations will be maintained at the school office with the Assistant Principal Pastoral.

9.3. Students who use their phones to harass, bully, or defame another student, or staff member, will be required to show proof of taking down the offending post, offer a formal apology, face possible suspension, and may face legal action.

1st Offence The mobile telecommunication device will be confiscated and returned to the student at the end of the day. A Lunchtime Reflection Issued.

2nd Offence The mobile telecommunication device will be confiscated and the parent / guardian contacted. The student will be required to hand their phone into the Student Support Services Office every day for the period of a week. An After School Reflection will be issued.

3rd Offence The mobile telecommunication device will be confiscated. A parent interview with the Assistant Principal Pastoral will be required. The student will hand their device in daily for safe storage to the Assistant Principal Pastoral or Pastoral Middle Leader for the remainder of the term.

MOBILE TELECOMMUNICATION DEVICES

Students must abide by the College Policy regarding Mobile Telecommunication Devices such as mobile phones, smart watches and music devices.

- Electronic Communication Devices are not permitted to be used in the College from 8.35am – 3.05pm.
- Devices are to be switched off and locked in student lockers during this time. They are not to be carried or left in school bags.
- If necessary, devices can be stored in a container for each Pastoral Care Group in the office of the Assistant Principal-Pastoral for safe keeping.
- Students who breach this Policy will have the device confiscated immediately. A record of confiscation of electronic communication devices is maintained by the Assistant Principal Pastoral. Consequences for breaches of the Electronic Communication Devices Policy are listed above.