



# Marist College North Shore

## Acceptable Use of Mobile Phones/Devices

(June 2019)

### Rationale

The widespread ownership of mobile phones among students requires that the College, students, and parents take steps to ensure that such mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones/devices can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students. Marist College North Shore accepts that parents give their sons mobile phones to protect them from everyday risks involving personal security and safety whilst travelling to and from school. It is acknowledged that providing a student with a mobile phone gives parents reassurance that they can contact their son whilst traveling to and from school.

Marist College North Shore has established this Acceptable Use Policy for Mobile Phones/Devices that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones/devices during school hours. Students, their parents or guardians are invited to read and familiarise themselves with the Acceptable Use Policy of Mobile Phones/Devices if students intend to bring a mobile phone/device to school. The Acceptable Use Policy for Mobile Phones /Devices also applies to students during school excursions, camps and extra-curricular activities. This policy should be read in conjunction with Marist College's and Sydney Catholic Schools' BYOD Acceptable Use of Technology Policy & Guidelines and the College's Anti-Bullying Policy.

Mobile phones/devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

### Responsibilities – Students and Parents

- 2.1 Students and their parents/guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones/devices to school
- 2.2 It is the responsibility of students who bring mobile phones/devices to school to abide by the guidelines outlined in this Acceptable Use Policy
- 2.3 The decision to provide a mobile phone to their son should be made by parents/guardians
- 2.4 Parents should be aware if their son takes a mobile phone/device to school
- 2.5 All students who wish to bring a mobile phone/device to school must sign and complete the Acknowledgement Form in Appendix 1.

## Acceptable Uses of Mobile Phones/Devices at School

### Using mobile devices responsibly at school:

- 3.1 Mobile phones/devices are never to be used at school unless permission has been given by a teacher
- 3.2 Students must restrict the use of mobile phones/devices for personal use to before or after school, off school grounds
- 3.3 Upon arrival at school, all mobile phones/devices must be switched off and placed out of sight in a pocket, bag or locked locker
- 3.4 Mobile phones/devices must be switched off during school hours
- 3.5 Students must not, under any circumstances, use mobile phones to make or receive calls, send or receive text messages, film or make audio recordings, access the internet, access social media sites, take photos or use other applications at any point throughout the school day
- 3.6 Mobile phones/devices brought to school must not disrupt the learning of oneself or others with ringing, text tones or through notifications including flashing screen notifications and therefore should be kept off at all times
- 3.7 Mobile phones/devices must never be used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College
- 3.8 Students must not take any photographs or film other students or school community members, including teachers, without their consent or send harassing or threatening messages
- 3.9 Mobile phones/devices are never to be used in changing rooms, playgrounds, toilets or any other banned area for any reason
- 3.10 Students are reminded to protect their phone numbers by only giving them to close friends and family
- 3.11 Students remain responsible for all of their personal effects whilst at school. Mobile phones/devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

### Parental Contact

- 3.12 Parents and students **are not** to contact each other on a mobile phone/device or laptop during school hours. **All messages must come through the front office**
- 3.13 Parents are reminded that in cases of emergency, Student Reception (front office) remains a vital and the only point of contact and can ensure your son is reached quickly and assisted in the appropriate way

### The Learning Environment

- 3.14 Mobile phones/devices must never be used during exams or assessments
- 3.15 Mobile phones/devices may only be used in classrooms with the express permission of a teacher for learning purposes only. If given permission, the phone must be switched to 'aeroplane mode' whilst in use
- 3.16 Except when given explicit permission for use with learning, mobile phones/devices are to be kept switched off and out of sight during all lessons
- 3.17 Mobile phones/devices should not be used in any manner or place that is disruptive to the learning and normal routine of the school
- 3.18 Using a mobile phone/device at school, within the classroom, without permission from a teacher will be brought to the attention of the Leader of Learning who will determine consequences as per this Mobile Phone/Device Policy, the College's Anti-Bullying Policy and Behaviour Management Policy.

## **Playground – break times and other times outside classrooms (including excursions, sport venues and lunchtime park)**

- 3.19 Mobile phones/devices must **never** be used during break times including before and after school, whilst on school premises and whilst at St Leonard's Park
- 3.20 Mobile phones/devices must never be used during sport on a Thursday at any venue
- 3.21 Mobile phones/devices must never be used on school excursions
- 3.22 Using a mobile phone/device at school during break times, without permission from a teacher, will be brought to the attention of the House Coordinator, who will determine consequences as per this Mobile Phone/Device Policy, the College's Anti-Bullying Policy and Behaviour Management Policy
- 3.23 Using a mobile phone/device at school during sport, without permission from a teacher, will be brought to the attention of the Sports Coordinator, who will determine consequences as per this Mobile Phone/Device Policy, the College's Anti-Bullying Policy and Behaviour Management Policy
- 3.24 Using a mobile phone/device at school whilst on a school excursion, without permission from a teacher, will be brought to the attention of the Leader of Learning, who will determine consequences as per this Mobile Phone/Device Policy, the College's Anti-Bullying Policy and Behaviour Management Policy
- 3.25 Mobile phones may not be used at the canteen to purchase food - debit/card cards must be used only.

This policy must be read in conjunction with the Student Behaviour Management Policy, Anti-Bullying Policy and BYOD Acceptable Use Policy and Guidelines.

## **Sanctions/Consequences of unacceptable and inappropriate use**

- 4.1 Failure to adhere to any of the above conditions may result in the mobile phone/device being confiscated or any other consequences the College deems as appropriate. The phone/device can be collected from the front office at the end of the school day (3:10pm) and the student may be given a Wednesday afternoon detention.
- 4.2 A student who has had their phone/device confiscated three or more times may result in the phone only being returned when a parent attends the College to collect it.
- 4.3 Any student/s caught using a mobile phone/device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal and per NESA guidelines
- 4.4 Students using mobile phones/devices to bully other students will face disciplinary action as per the College's Anti-Bullying Policy and Student Behaviour Management Policy.
- 4.5 Repeated infringements of this policy may result in:
  - a. A meeting with a parent to discuss continual breaches to College rules
  - b. The student having to place the mobile phone/device in the front office at the start of each day and pick up at the end of each day
  - c. Any other consequence/s the College deems as appropriate to the situation according to Student Management Behaviour Policy
- 4.6 Failure to heed the rules set out in the Acceptable Use Policy for Mobile Phones /Devices and Anti-Bullying Policy may result in any alleged bullying or social media misuse being referred to the Police for investigation. In such cases, the parent or guardian would be notified immediately.
- 4.7 Students who bring a mobile phone/device to school without having submitted a signed Acknowledgement Form from this Acceptable Use Policy may have their phone/device confiscated and it may only be returned when a parent attends the school to collect it.
- 4.8 Any student who refuses to hand over their phone after being in breach of this agreement may be suspended for a breach of College Expectations.

- 4.9 Parents understand that the core business of the College is learning and agree to support the College in all areas concerning the inappropriate use of mobile phones/devices as outlined in this policy.

## **Confiscation Procedures**

If a mobile phone/device is confiscated in class the following may occur:

1. The student will be instructed to take the mobile phone/device directly to the front office
2. Staff will log the incident on Sentral

If a mobile phone/device is confiscated outside of class the following may occur:

1. The student's name and tutor class will be recorded by the teacher
2. The student will be instructed to take the mobile phone/device directly to the front office
3. Staff will log the incident on Sentral

If a mobile phone/device has been confiscated 3 or more times the following will occur:

1. The House Coordinator will call home and request that a parent attend to collect the mobile phone/device and;
2. See above sanctions/consequences of unacceptable and inappropriate use

When attending the office to hand in the mobile phone the following will occur:

1. The mobile phone/device will be labelled with the student's name and tutor group
2. The mobile phone/device will be placed in the designated secure area
3. The mobile phone/device will be logged in the mobile phone register
4. The Admin officer will check all mobile phones/devices have been logged in Sentral by 2:00pm each day and inform House Coordinator of any student who has had their mobile/phone device confiscated for the third time or more
5. The Admin Officer will keep an updated list of all students whose mobile phones/devices cannot be returned as indicated on Sentral i.e. confiscated 3 or more times
6. The Admin Officer will return all mobile phones/devices at the end of the day to either the student or the parent depending on the number of previous confiscations.

## **Return Procedure**

When a mobile phone/device has been confiscated and the student does not have a signed Acknowledgement Form from this Acceptable Use Policy to have the phone/device at school, the phone/device may only be returned when a parent attends the school to collect it.

When a mobile phone/device has been confiscated and the student does have a signed Acknowledgement Form from this Acceptable Use Policy to have the phone/device, the phone/device can be collected at 3:10pm from the front office.

Repeated infringements of this policy will result in a parent having to collect the phone/device from the front office.

## **Definitions**

Mobile Phone/Devices includes, but is not limited to:

1. Mobile phones
2. Smart watches
3. Tablets e.g. iPad
4. iPods
5. MP3 Players
6. Portable gaming devices e.g. Nintendo Switch
7. Any device that can connect to wifi or cellular network that is not the laptop purchased for school use

**Policy Developed: June 2019**

**Policy Review Date: June 2020**

**Appendix 1: Acknowledgement Form**

I have read and understand Marist College North Shore's Policy for the Acceptable Use of Mobile Phones/Devices whilst at school.

I understand that this form will be kept on file at the school and is a record of my agreement to support the College's expectations around mobile phone/device use whilst at school.

I give my son permission to carry a mobile phone/device to school and understand that my son will be responsible for ensuring that the mobile phone/device is used appropriately and correctly whilst under the College's supervision, as outlined in the College's Acceptable Use of Mobile Phone/Device Policy.

**Parent name (print):** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student name (print):** \_\_\_\_\_

**Year/Tutor Group:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Detach from the policy and return to your son's Tutor Group  
Teacher by Friday 2nd August 2019**

