



**MARY
MACKILLOP
CATHOLIC
COLLEGE**

75 Highfields Road, Highfields Q 4352

P 4698 7777 **E** highfields@twb.catholic.edu.au

ENGAGING MINDS

IGNITING HEARTS

SERVING OTHERS



Mobile Phone and Smart Technology Policy

Table of Contents

1. Context and Philosophy	3
2. Responsibility	4
3. Acceptable Uses	4
4. 'Misuse'	5
5. Dealing with the 'misuse' of smart devices	6
6. Unacceptable use.....	6
7. Dealing with the unacceptable use of smart devices	7
8. Confiscation procedure.....	7
9. Where it is suspected the phone has been used for an unacceptable purpose.....	7
10. Theft or damage.....	8
11. Staff use of devices	8

1. Context and Philosophy

Mary MacKillop Catholic College considers the personal privacy of members of its community of real importance. This policy should be read with that philosophy at the forefront – which smart devices are for personal, private use, and should not be used ever at the expense of others or to undermine the education of others in any way.

This policy applies to all members of the Mary MacKillop community. This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of smart devices. It requires accountability on the part of the user for his actions. It is designed to assist in managing the safe and responsible use of smart devices all members of the Mary MacKillop Community and involves parents as partners in assisting their children in the proper use of smart devices. It is underpinned by an overall requirement to exercise care and use their devices 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 It makes clear that the privilege of taking a device to College will be withdrawn if a student fails in their duty to behave responsibly and in accordance with the Colleges expectations.

Mobile phones and smart phones now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter and blogging sites.

Smart phones compete significantly for the intellectual space that teachers are trying to fill with the curriculum. Requirements on students are increasing as a result of ATAR reforms, and schools have to silence social media and wider technology to get students in a position where they are prepared for them.

Mary MacKillop Catholic College has established the following Acceptable Use Guidelines for smart devices that provides teachers, students and parents guidelines and instructions for the appropriate use of devices within the Mary MacKillop community.

Personal safety and security

Mary MacKillop Catholic College accepts that parents give their children mobile phones 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. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Child safety

Mary MacKillop Catholic College is committed to providing a safe environment for students. Mobile devices can threaten this through the distribution of sexually inappropriate content. There are documented cases where mobile phone contact, particularly using multi-media, has been used towards vulnerable students.

Acceptable use while at the College

Mary MacKillop Catholic College accepts that there are circumstances in which mobile technology may be legitimately used as part of the teaching/learning process. While acknowledging that young people use technology in different ways to older generations, they do not need to be connected all the time.

Therefore, this policy seeks to develop a process through which the Mary MacKillop community:

- Understands and commits to the importance of meaningful education regarding digital technology that promotes a positive culture regarding the use of devices
- Is fully aware of the implications of excessive use of smart devices on the educational outcomes and inclusion of young people
- Makes young people aware of the student protection advantages and risks of smart technology

2. Responsibility

2.1. It is the responsibility of the Mary MacKillop community to abide by the guidelines outlined in this document.

2.2. The decision to provide a mobile phone to their children should be made by parents or guardians.

2.3. Parents should be aware if their child takes a mobile phone to school.

2.4 Permission to have a mobile phone at the College while under the Colleges supervision is contingent on the approval of parents/guardians and may revoke approval at any time.

3. Acceptable Uses

Students are discouraged from bringing Smart Devices/ mobile phones to College. If they choose to do so it is on the understanding that parents/guardians and the student agree with the following limitations on its use, namely:

3.1. Student mobile phones must be switched off when on the College site. It is not acceptable for phones merely to be put on silent or flight mode.

3.2. The phone must always be kept out of sight whilst at school, whether it is off or on. This includes before and after school activities such as sport competition or training and band practice, study in the College Library and so on. This also applies to headphones linked to the phone

3.3. No student may take a mobile phone into a room or other area where examinations are being held

3.4. The security of any phone will remain the student's responsibility in all lessons including PE lessons

3.6. Parents are reminded that in cases of emergency, the college office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

3.7. In the rare and exceptional circumstances where the college office will not meet the requirements an exception may be permitted if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis. A member of the College Leadership Team will give approval for use in a specific time frame. The student will use the phone in a location at the direction of the teacher-in-charge.

3.8. While on the College site or when participating in a College activity e.g. excursion or camp, students should only use their device in accordance with 3.7 or when given direct permission by a teacher for a legitimate learning activity.

3.9. Smart Devices should not be used in any manner or place that is disruptive to the normal routine of the college.

3.10. Students should protect their phone numbers by only giving them to friends. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, picture and video messages via the usual phone networks, the internet or blue tooth and infra-red connectivity.

4. 'Misuse'

The following are examples of misuse but are not exclusive. 'Misuse' will be at the discretion of the Principal or a delegated member of the College Leadership Team.

4.1. Unless direct permission is granted, smart devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application while at the College.

4.1. The engineering of situations where people's reactions are recorded in any way or photographed in order to humiliate, embarrass and intimidate via any onward sharing.

4.2. Bullying by text, image and email messaging

4.3. The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)

4.4. Students posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others.

4.5. Making disrespectful comments, misrepresenting events or making defamatory remarks about any member of the College community.

4.6. General disruption to learning caused by students accessing phones or other devices in lessons.

4.7. Students phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised.

4.8. Publishing photographs of vulnerable students, who may be on a student protection plan, where this may put them at additional risk.

5. Dealing with the 'misuse' of smart devices

Misuse of a smart device will be dealt with using the same principles set out in the College Wellbeing Framework, with the response being proportionate to the severity of the misuse. Students are aware that failure to adhere to the terms as set out in this policy will lead to the confiscation of their mobile phone, communication with parents and the imposition of other sanctions up to and including exclusion from the College. If the offence is serious it will be reported to the Police where appropriate.

The correct procedure to follow where a mobile phone has been confiscated is that it is not returned to the student at the end of a lesson. This will ensure that the confiscation is correctly recorded and that the phone is kept securely.

6. Unacceptable use

The College will consider any of the following to be unacceptable use of the device and a serious breach of the College's wellbeing framework resulting in sanctions being taken.

- 6.1. Photographing or filming staff or other students without their knowledge or permission
- 6.2. Photographing or filming in toilets, changing rooms and similar areas
- 6.3. Using the device of any other student via any means, which includes using another student's College account
- 6.4. Bullying, harassing or intimidating staff or students using text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- 6.5. Refusing to switch a phone off or not handing over the phone immediately at the request of a member of staff
- 6.6. Using the mobile phone outside College hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in College time
- 6.7. Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or members of the community.
- 6.8. Using a mobile phone outside College hours in such a way that it undermines the stability of the College and compromises its ability to fulfil the stated aim of achieving the common good

For the avoidance of doubt – the guidance governing 'Unacceptable Use' applies to all stakeholders in the Mary MacKillop community.

7. Dealing with the unacceptable use of smart devices

Students and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines, following the procedures in the College Wellbeing Framework. In addition:

- 7.1. Students and their parents should be very clear that the College is within its rights to confiscate the phone where the guidelines have been breached.
- 7.2. If a phone is confiscated, it will be delivered to reception where it will be securely stored until collected by the student's parent.
- 7.3. Students should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.
- 7.4. If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff the ultimate sanction may be permanent exclusion. The Principal will consider the impact on the victim of the act in deciding the sanction.

8. Confiscation procedure

Should the student's smart device be used in a manner contrary to this guideline, the student's device will be confiscated by the teacher in charge and the parent or guardian will be required to collect the device from the Assistant Principal Wellbeing or delegated member of staff at the conclusion of the College day.

- 8.1. The device can be collected between 3:10 and 4:00pm by the parent/guardian only
- 8.2. The confiscation will be recorded in the College behaviour log for monitoring purposes
- 8.3. The college will ensure that confiscated equipment is stored in such a way that it is returned to the correct person
- 8.4. In the case of repeated or serious misuse the phone will only be returned to a parent/guardian who will be required to visit the College by appointment to collect the phone. This may be at the end of a week, a half term or longer. At the discretion of the Principal the phone may be returned to the student at the end of the confiscation period.
- 8.5. Where a student persistently breaches the expectations, following a clear warning, the Principal may impose an outright ban from bringing a mobile phone to College. This may be a fixed period or permanent ban.

9. Where it is suspected the phone has been used for an unacceptable purpose

- 9.1. The Principal or a delegated staff member will have the right to confiscate the equipment and if necessary, seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.

9.2. If required evidence of the offence or suspected offence will be preserved by confiscation of the device and keeping it secure and contacting relevant personnel.

10. Theft or damage

10.1. Students should mark their mobile phone clearly with their name.

10.2. Students who bring a smart device to College should leave it locked away in their locker.

10.3. Smart devices that are found in the College and whose owner cannot be located are to be handed to front office reception.

10.4. The College accepts no responsibility for replacing lost, stolen or damaged smart devices.

10.5. The College accepts no responsibility for students who lose or have their smart device stolen while travelling to and from College.

10.6. It is strongly advised that students use a password or a pin to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password and pin confidential. A mobile phone, password or pin, may not be shared.

10.7. Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

11. Staff use of devices

All policy statements regarding the maintenance of the College's character and ensuring that the College is not brought into disrepute that apply to students apply as well to staff.

Staff use of devices during their working College day should be:

- Discreet and appropriate

Devices should be stored in a safe place not accessible by staff or children during lesson times. The College will not take responsibility for any items that are lost or stolen.

- Staff should never give their mobile number to students or parents.
- Staff should never send to, or accept from, colleagues or students, text or images that could be viewed as inappropriate.

This guidance is a safeguard for members of staff and the College. Staff are bound by the Toowoomba Catholic Schools code of conduct.