

# ASSUMPTION COLLEGE

## *Mobile Phones and Devices Policy and Procedure*

*Date Modified: 30/11/2023*



### INTRODUCTION

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Assumption College Kilmore is committed to fostering academic excellence and nurturing the social and communal growth of our students. The College's Student Mobile Phone Policy is designed to support students and staff in creating classroom and school environments which allow for deep and focused learning. Furthermore, the policy seeks to promote the College values of Presence and Family Spirit in all interactions.

It is our Policy that the use of devices is managed in partnership between students, school, family, and community by providing clear expectations around the use of Student Devices at Assumption College.

### PURPOSE AND OBJECTIVES

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Assumption College acknowledges that Mobile Devices have become a part of everyday life and are a useful tool to assist with communication between students and their families, as well as providing an additional sense of safety and security. It is an expectation that all personal communication devices which are brought to school are switched off and/or put away during the school day. The purpose of this Policy is to establish the set of standards of behaviour regarding the use of Communication Technology, in particular mobile phones, so that the safety and wellbeing of the College community is maintained.

### GENERAL USE

#### *Mobile Phones:*

- The overriding understanding is that mobile devices are not to be accessed during the school day.
- Once students arrive at school, mobile devices must be placed in the school bag or another secure location (not in pockets). Students can retrieve and check their device at the conclusion of the school day.
- Any phone calls or messaging that may be required (eg. to schedule an appointment or contact a parent) must be made from Student Reception in sight of staff. Students can also access a landline at student reception if there is an urgent need to contact parents/ guardians.

#### *Earphones:*

- The general rule is that earphones should not be used during the school day. If students are directed by their classroom teacher to listen to learning materials, students may do this from their school laptop (not their personal device).
- Students are responsible for ensuring that when using earphones, the volume of their device is not detrimental to their hearing, and that it is sufficiently low that they can hear interruptions from their teacher and/or emergency notifications.

### STUDENTS ARE ASKED TO:

- Have their phones turned off and stored out of sight during the school day, including Learning Mentor and break times.
- Only use their phones before the school day commences at 8:55am and after the school day has finished at 3:15pm.
- Store their phone in a safe and secure place (not in pockets).
- Ensure that during school hours, smartwatches have notifications turned off.
- Display courtesy, consideration, and respect in line with the College Code of Conduct for others when using a Mobile Device before/ after school.

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### **PARENTS ARE ASKED TO:**

- Support the College to help teach your child to monitor, reduce and manage their use of devices in a way that does not impact their learning nor hinder or distract them from engaging with their peers.
- Refrain from contacting your child on their Mobile Device during the school day.
- Call the front office if there is an emergency and you need to speak with your child during the school day.
- Correspond with teachers through the appropriate school channels. Messages/ information cannot be accepted via a student's device.

### **IN FOLLOWING THIS POLICY, STUDENTS MUST REFRAIN FROM:**

- Taking photos, videos or sending data relating to other students or members of staff (this includes posting to social media platforms).
- Using a mobile device to photograph, film or record another without their consent.
- Bullying or harassing any person using communication technology. This will be viewed as an infringement of the College's Bullying and Harassment Policy and in keeping with community standards will be treated as a serious matter.
- Wearing earphones/earbuds during the school day unless permission is granted by the supervising teacher for the completion of a curriculum-based requirement.
- Using communication technologies inside the toilets and change rooms or other areas not directly supervised by staff.

### **EXCEPTIONS**

Equality does not mean 'the same for everyone'. Some students have conditions which require a reduction in external stimuli to achieve their best (and therefore may need earphones to be worn more frequently), while others may have medical conditions which means it is appropriate for them to carry their device in their pocket (eg. Students with diabetes that have their insulin monitored and delivered via a smart phone). Exceptions such as these will be determined with parents and the Learner Diversity Team during the development of the student's Personalised Learning Plan (PLP). These are reviewed every six months.

### **BREACH OF POLICY AND PROCEDURE:**

- Students are required to cooperate with staff when concerns are raised about the content of their phone (eg. messages, photos, recordings). If students choose not to share the content of their phone with a senior staff member, the College will likely hand the matter to the Police.
- Depending on the breach and the response of the student in a Restorative Conversation, the College's response to breaches of this Policy may include:
  - Confiscation of the device for the remainder of the day (confiscated items are stored in the Pastoral Hub).
  - Confiscation of the device for a lengthier period of time (usually, but not always, in conversation with parents/carers).
  - Ban from bringing a device to school/ or the student required to be collected from school.
  - Serious offences, or repeatedly defiant behaviour could result in the withdrawal of the student's enrolment.

### **PROCEDURE FOR CONFISCATING DEVICES:**

- If a device is sighted across the school day, students will be required to hand over the device. Staff will not take it by force, or remove it from the student's possession, unless it poses a serious and/or imminent risk to the safety or wellbeing of students, staff, or visitors.
- The staff member who confiscates the device will either place it into the envelope with the student's name on it or identify it through another means and place it into the locked box in the pastoral hub.
- The staff member who confiscates the device will record this on SIMON.
- Repeated confiscations will be handled through the student's House Leader.

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- Confiscated devices which may contain illegal material will be handed directly over to the Police by senior staff members.
- Students who do not comply with the reasonable request from a staff member to hand over their device, will face additional interventions in line with the College Code of Conduct.

### DEFINITIONS

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**Devices/Communication Technologies:** All technologies that enable electronic communication between parties. This includes, although is not limited to: laptops, smart phones, smart watches, personal electronic devices and tablet devices. This does not include the school issued laptop when used for learning purposes.

**Social Media:** Is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared and discussed over open digital networks. Social Media may include (although is not limited to): TikTok, Facebook, X, Instagram, LinkedIn, Snapchat, beReal, YouTube, Pinterest, WhatsApp, Google Groups and Wikis and/or Nings (e.g. Wikipedia). It can also include email and instant messaging services.

**School Day:** Commences at 8:55am and concludes at 3:15pm.

**School Environment:** Includes school premises/teacher activities both within and outside the classroom environment, camps, co-curricular, incursions and excursions.

**Personalised Learning Plan:** An individual learning plan discussed and documented with the Personalised Learning team, treating professionals, student, and parent/guardian to assist a student's learning within the school environment.

### RELATED POLICIES AND DOCUMENTS

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[Child Safeguarding Policy](#)

[Bullying Prevention and Intervention Policy and Procedures](#)

[Staff/Student Professional Boundaries](#)

[Marist Child Safe Adult Code of Conduct](#)

[Child Safeguarding Pastoral Care](#)

[Privacy Policy](#)

[Information and Communication Technology \(ICT\)](#)

### REVIEW

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This policy is due to be reviewed in November 2024.

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### DOCUMENT MANAGEMENT

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Document Management	
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