



# St Francis

## CATHOLIC COLLEGE

### Mobile Phone and Headphone Policy

#### Introduction

St Francis Catholic College acknowledges that many parents/guardians would like their child to carry a mobile phone for communication and safety purposes. However, the College also recognises the disruption and problems that mobile phones including headphones can cause to the learning environment, including:

- online harassment
- distraction in class
- cheating in examinations, assessments or assignments
- social division and isolation
- security/theft issues.

To this end, the College has adopted this policy in relation to mobile phones and headphones so that teachers, parents/guardians and students are aware of what constitutes acceptable use of mobile phones and headphones within the College.

#### Purpose

The purpose of this policy is to ensure that potential issues with the use of mobile phones and headphones are clearly identified and addressed, ensuring the benefits of these devices can continue to be enjoyed by our students.

#### Scope

This policy applies to St Francis Catholic College students while they are on campus and at all College-related activities held on or off campus.

#### Definition

##### **Mobile phone**

A mobile phone is a telephone with access to a cellular (telecommunications) system, with or without a physical connection to a network.

##### **Headphones**

Headphones (over-ear, on-ear, ear-bud and in-ear) or any listening device.

#### Mobile phone use and expectations

- Students are not permitted to use their mobile phones from the start of morning Mentor time until dismissal.

- Mobile phones must be switched off and kept inside a locked Yondr pouch in the student's locker at all times, including break times. Students can unlock their pouches at the end of the school day.
- When students are on an excursion, accompanying staff will have a release pad for the students to unlock their pouch on returning to the College at the end of the day.
- Students who have significant health concerns and depend on their mobile phone to assist with managing their illness will be given a Yondr pouch with velcro to enable quick access throughout the day.
- Students are not permitted to use a mobile phone to gain an advantage in exams or assessments.
- Students with mobile phones may not engage in personal attacks, bully or harass another person, or post private information about another person using SMS messages, social media networking sites and applications. They may also not take/send photos or objectionable images or make phone calls.  
It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the College is deemed ineffective, as with all such incidents, the College may consider it appropriate to involve the police.
- Filming or photographing staff and/or students at the College using a mobile phone or other electronic device is strictly forbidden.
- Students who have taken photos or videos at the College without permission and then transmitted them to other electronic media such as the internet will place their enrolment at the College in jeopardy.

### Breach of policy

Students who use their mobile phone in breach of this policy will face the following consequences.

#### Level 1

The mobile phone will be confiscated by a staff member and taken to student reception where it can be collected by the student at the end of the day.

#### Level 2

The mobile phone will be confiscated by a staff member and taken to student reception where it can be collected by the student at the end of the day.

The House Leader or House Mentor will remind the student of the College policy and contact their parent/guardian to advise them of the breach and that a meeting will occur if the student is found in breach of the policy again.

#### Level 3

The mobile phone will be confiscated by a staff member and taken to student reception where it can be collected by the student at the end of the day.

A meeting will be held with the student, parent/guardian and the Director of Student Wellbeing. Following the meeting, the student will be required to take their mobile phone to the student reception each morning and collect it at the end of the day for five weeks or the remainder of the term (if there are fewer than five weeks left).

#### Level 4

If a student fails to observe the rules for a fourth time, a meeting will be organised with the Deputy Principal – Student Wellbeing or Deputy Principal – Head of Cobblebank Campus.

Refer to the flowchart in the Appendix that summarises these actions.

## Exemptions

Students may use a mobile phone to:

- monitor a health condition as part of a College-approved documented health care plan.
- support educational learning under the direct instruction of a teacher, or with permission of a House Leader/teacher for a specified purpose. Refer to the *Academic Integrity Policy* for more information.
- access self-regulation apps (for high-risk students in designated and supervised spaces as recommended by a psychologist and with permission from the relevant House Leader).

## Headphone use and expectations

Headphones (with the exception of devices with noise-cancelling technology) must be kept out of sight in a student's pocket, pencil case, laptop bag or anywhere else that is appropriate for safe storage.

College-approved noise-cancelling headphones can be worn or carried by a student who has permission from a Learning Diversity Leader or psychologist in consultation with the House Leader. This must be recorded in Connect Fields on Simon.

Headphones must not be used during break times. Only wired headphones may be used during class time. They must be plugged into an associated device and only under the following circumstances:

- during a designated study period
- as a directive from a teacher, psychologist or Learning Diversity Leader.

No student should be using headphones while teacher instruction is occurring in the class or separately with individual students.

Students who use their headphones inappropriately at the College will be issued with consequences consistent with our existing Behaviour Management Procedure. The use of headphones in breach of this policy will result in the item being confiscated and stored at student reception until the end of the school day.

## Personal Safety and Security

The College accepts that parents/guardians give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents/guardians reassurance that they can contact their child on the way to and from school. Parents/guardians are reminded that the College reception remains the primary point of contact throughout the school day and will ensure your child is reached quickly and assisted appropriately. Due to our duty of care role, parents/guardians must contact the school before a child can be permitted to leave.

## Theft or Damage

- The College accepts no responsibility for replacing lost, stolen or damaged mobile phones and/or headphones.
- The College accepts no responsibility for students who lose or have their mobile phones and/or headphones stolen or damaged while travelling to and from school.
- Mobile phones and/or headphones that are found in the school and whose owner cannot be located should be handed to reception.
- It is strongly advised that students use passwords/PIN numbers 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/PIN numbers confidential. Mobile phones and/or passwords may not be shared.

## Responsibilities

### College

SFCC accepts no responsibility for lost, stolen or damaged student mobile phones while on-site, travelling to and from school or at school-related activities.

### Students

It is the responsibility of students who bring a mobile phone and/or headphones to the College to abide by the requirements outlined in this document.

### Parents/Guardians

Students and their parents/guardians should read and understand the *Mobile Phone and Headphone Policy* before students are permitted to bring them to school.

Parents/guardians should be aware if their child takes a mobile phone and/or headphones to school.

## Appendix

Mobile Phone Flow Chart – refer to page 5

## Reference

[Department of Education Mobile Phones – Student Use Policy](#)

ICT Acceptance Usage Policy

IT Device Agreement

Behaviour Management Procedure

Academic Integrity Policy

## Document Information

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# St Francis

CATHOLIC COLLEGE

## MOBILE PHONE FLOW CHART

Students are **not permitted** to use their mobile phones from the start of morning Mentor time until dismissal. Mobile phones must be kept in the **Yondr pouch** at all times, including recess and lunchtime. Students can unlock their pouches at the end of each day.

If you have your mobile phone on you and it's not in the Yondr pouch:

### Level 1

- Mobile phone taken to student reception.
- Student can collect phone at the end of the day.

### Level 2

- Mobile phone taken to student reception.
- Student can collect phone at the end of the day
- Parents/guardians are informed.

House Mentor/House Leader will remind the student of the College policy. House Mentor will contact parents/guardians to inform them.

### Level 3

- Mobile phone taken to student reception.
- Student can collect phone at the end of the day.
- Student's parents/guardians meet with the Director of Student Wellbeing.
- Student will take mobile phone to student reception daily for five weeks.

### Level 4

- Student's parents/guardians meet with the Deputy Principal Student Wellbeing or Deputy Principal – Head of Cobblebank Campus.

Refer to the Mobile Phone and Headphone Policy on the College website for more information.