



# St Francis

## CATHOLIC COLLEGE

### Digital Devices Policy

#### Introduction

St Francis Catholic College has established the following Digital Devices Policy to provide teachers, students and parents guidelines and instructions for the appropriate use of electronic equipment during school hours.

#### Purpose

The widespread ownership of digital devices among young people requires that teachers, students and parents take steps to ensure that electronic equipment is used responsibly at the College. This policy is designed to ensure that potential issues of digital devices such as mobile phones and laptops can be clearly identified and addressed, ensuring the benefits that such equipment provides (such as increased safety) can continue to be enjoyed by our students.

The policy for digital devices also applies to students during school excursions, camps and extra-curricular activities unless express permission is granted to alter this policy.

#### Rationale

St Francis Catholic College accepts that parents give their children digital devices to assist with learning and 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.

#### Responsibility

1. It is the responsibility of students who bring digital devices to school to abide by the guidelines outlined in this document.
2. The decision to provide a digital device to their children should be made by parents or guardians.
3. Parents should be aware if their child takes a digital device to school.

#### Acceptable Uses Mobile Phones

1. Students are not permitted to use their mobile phones from arrival inside the gates of the College until the end of period 4. Mobile phones are to be kept in the Yondr pouch at all times, this includes recess and lunchtime. Students will be able to unlock their pouches at the end of each day.

2. When students are on an excursion the staff leading the activity will have a release pad for the students to unlock their pouch at the end of the excursion or sporting activity.
3. Non- observance or breaches of these rules will result in:
  - The mobile phone being confiscated by a staff member and taken to Student Reception. 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 a parent/guardian to advise them of the breach of the policy and that a meeting will occur if the student is caught for a second time.
  - If a student is found breaching the rules for a second time, the phone will be confiscated, and a meeting held with the student, parent/guardian and a member of the College leadership team. The student will be required to take their phone to their House Leader each morning and collect it at end of the day for five weeks or the remainder of the term (if there are fewer than five weeks left).
  - If a student fails to observe the rules for the third time, a meeting will be organised with the College Principal.

Refer to the Appendix of the flowchart that summaries these actions.

4. Students who have significant health concerns and depend on their mobile phone to assist with managing their illness will be given a pouch with velcro, to enable quick access throughout the course of the day.

## Theft or Damage

1. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
2. The College accepts no responsibility for students who lose or have their mobile phones stolen or damaged while travelling to and from school.
3. Mobile phones which are found in the school and whose owner cannot be located should be handed to student reception areas.
4. 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 phone and/or passwords may not be shared.

## Sanctions

1. Any student/s found using a mobile phone to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the College.
2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the College.
3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the College.
4. Filming of staff and students at school using an electronic device is strictly forbidden. Any students involved in this practice will be suspended.
5. Students who have taken photos or videos at school without permission and then transmitted the photo or video to other electronic media such as the internet will have placed their enrolment at the College in jeopardy. This is viewed as a serious breach of an individual's privacy.

6. 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 school may consider it appropriate to involve the police.

## Acceptable Uses Digital Devices

This agreement is binding on all Digital Devices utilized within the environs of St Francis Catholic College.

All Digital Devices purchased by St Francis Catholic College remain the property of the College at all times until ownership has been transferred in writing.


## Usage Guidelines

1. Students must adhere to the St Francis Catholic College Acceptable Network Use and Internet Use Agreement at all times. This includes usage of the Digital Devices purchased by St Francis Catholic College and used out of school hours.
2. Students will be required to bring their Digital Devices to school fully charged every day. Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day. The College does not have provision for 'loan' Digital Devices for students who leave their Digital Devices at home.
3. Deliberate attempts to avoid the College restrictions to websites deemed inappropriate is forbidden and will be dealt with under the College's Internet Agreement Policy. This includes the use of personal hotspots from mobile phone.
4. Students may not disassemble any equipment. All repairs will be organised by the school.
5. Students may not "hack" or attempt to break security protocols in place. All software on the Digital Devices must be legitimately purchased or obtained. Digital Devices, which have been found to be hacked, will be reset without notice.
6. Students are responsible for backing up individual data. Students are responsible for the safety and integrity of the data on the Digital Devices. Students are encouraged to back-up their data regularly on their Individual St Francis Catholic College Microsoft OneDrive Account. The College accepts no responsibility for lost data.
7. Reformatting of the College devices will be undertaken when deemed necessary by the school's technicians. Reformatting causes all programs and files on the Digital Devices to be erased and the device to be returned to its original state.
8. The College devices internal memory and storage areas are to be considered public access for the purposes of security. Students should not store private or sensitive information on the Digital Devices.
9. Network administrators may review files and communications to maintain system integrity and ensure that users are using the Digital Devices responsibly. Users should not expect that files stored on the Digital Devices will always be private. Students are reminded that their digital Device remains the property St Francis Catholic College.

10. The student is responsible for the appropriateness of all files and data stored on the Digital Devices, including all files and/or data contained within cookies, caches and temporary internet storage areas.
11. Inappropriate media may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in sanctions.
12. Students may not take photos of other students or staff without their express permission. Students may not have unauthorised photos in their possession or upload unauthorised photos to any website or network storage area. Students may not pass unauthorised photos onto other people.
13. Students may not add or remove any identifying labels directly on the College Device as this will void any warranty.
14. Misuse of the College Device may result in the equipment being required to be returned to St Francis Catholic College.
15. The College Device may be retained by a student over the Summer holidays or returned to the College.

## Document Information

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# St Francis

CATHOLIC COLLEGE

## MOBILE PHONE FLOW CHART

Students are **not permitted** to use their mobile phones at school from arrival time to dismissal at 3.15pm. 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:

### Step 1 - First offence

Mobile phone confiscated by a staff member.

### Step 2 - Reception

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

House Mentor/House Leader will remind the student of the College policy. House Mentor will contact parents/guardians to inform them this has occurred, and a meeting will be held if the student breaches the policy again.

### Step 3 - Second offence

Mobile phone confiscated by a staff member. A meeting will be held with the student, parent/guardian and a member of the College Leadership Team.

The mobile phone will be taken to the House Leader each morning for five weeks or for the remainder of the term (if fewer than five weeks).

### Step 4 - Third offence

Mobile phone confiscated by a staff member and a meeting held with the **College Principal**.