



## MOBILE DEVICES POLICY

### RATIONALE

As a Catholic learning community in the Mercy tradition, Sacred Heart College is committed to ensuring all students engage meaningfully in their learning, build a sense of hospitality and compassion, and create respectful relationships within the school community.

While technology can provide many opportunities for communication and learning there are growing concerns about the relationship between excessive usage and its impacts on learning and wellbeing for adolescents.

Sacred Heart College advocates for safe and responsible digital citizenship, and prioritises student safety and wellbeing and the development of social skills and positive behaviour. As a learning community our role is to educate students in the responsible use of technology so that our students are able to:

- Build relationships and community by increasing face-to-face interactions and physical activity during breaks.
- Enhance learning through full engagement in classrooms.
- Develop capacity for empowerment and self-regulation.
- Build a culture of present moment awareness.

### DEFINITIONS

**Mobile device:** Any hand-held digital device including but not limited to smart phones, tablets, mp3 players, and radios.

**Workplace participants:** All College employees, contractors, consultants, students on placement and volunteers (hereafter referred to as Workplace Participants), both inside and outside of the workplace.

### POLICY STATEMENT

The College aims to build digital citizenship through the delivery of educational programs and the establishment of guidelines around the responsible use of technology for life. On enrolment at SHC, and in Year 9, all students will complete a Digital Citizenship licence as well as participate in the following programs: Digital Nutrition, Cybercats, and Project Rokit. Digital Technology workshops focused on current research and practices, are provided for families.

In order to create healthy habits and build self-regulation in the use of technology:

1. Mobile devices are only to be used as a learning tool during scheduled class times at the request of a staff member. At all other times during school hours (8.30am - 3.22pm) mobile devices should be switched off and placed in students' locked lockers.
2. Headphones of any kind can only be worn in class as directed by workplace participants or during self-directed learning periods.
3. Mobile devices are not to be brought to school activities, including excursions, camps and College sports or celebration days.
4. Mobile devices may not be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to others.



## **ROLES AND RESPONSIBILITIES**

### **Workplace Participants:**

- All workplace participants have a responsibility to acquaint themselves with this policy, be proactive in implementing these expectations, and model best practice in their own use of personal mobile devices.
- All teaching staff will, at the start of each semester, state whether mobile devices are permitted in their class.

### **Families:**

- Families are expected to actively support and implement the College's mobile devices policy.

### **Students:**

- Students have a responsibility to acquaint themselves with this policy and adhere to the expectations outlined within.

## **EXCEPTIONS**

Students with a documented medical condition or certain family circumstances that require immediate contact, may require special permission to be granted for an exception to this policy. Permission will be noted on the student's purple card.

Where there is an exception, the student is to use the mobile device only for the purpose for which it was granted as described on the purple card or Synergetic (the College's database).

## **PROTOCOL AND ACCOUNTABILITY**

In order to build responsible habits, students who choose to use their mobile devices in a way other than as outlined in this policy will be respectfully challenged, the benefits of device free time will be reiterated, and students will be asked to hand their device to a workplace participant and/or remove headphones. Mobile devices will be stored in a locked box until the end of the school day and families will be alerted by email.

A second occurrence will result in the student handing in their mobile device each day, from 8.45am – 3.22pm for one week. Should there be a third occurrence, the student will hand their mobile device each day, from 8.45am – 3.22pm for one week, and the family and student will meet with the Student Development Coordinator. The student may be enrolled in an additional one-hour digital citizenship workshop.

The College accepts no responsibility for lost, stolen or damaged mobile devices whilst on College grounds or at College events held off campus.

In order to facilitate communication between home and school, students may check phones briefly at their locker at the start of recess and/or lunchtime.

## **RELATED DOCUMENTS**

Victorian Government Department of Education Students Using Mobile Phones Policy



## DOCUMENT CONTROL

Date Approved: 16/12/2019

Name: Anna Negro, Principal

Signature:

Date presented at Council Meeting:

Sponsor: Deputy Principal - Student Development

Reviewed by:

- School Committee: Digital Citizenship Team
- Sub Committee of the College Council: Health and Wellbeing
- Student Leadership House Focus Team: Digital Ambassadors and College Captains

Person Responsible for Implementation: Deputy Principal – Student Development

Last Amended: 2019

Next Review Date: 2020

Location Checklist:  Staff Handbook  Student SPACE  Parent Portal  Website