



USE OF MOBILE DEVICES POLICY

Reviewed: 2017

Latest date due for Review: 2021

RATIONALE: At Mater Dei College, students are required to have an electronic device for use as part of their learning. Further detail on the specifications of these devices is provided in the College ICT Use by Students policy, and on the student booklist issued in November of each year. These are the approved devices for use in the classroom.

Mater Dei College recognises that in a digital age, students may also wish to bring a mobile phone (or similar) to school. Mobile phones have a role to play in student safety and convenience eg transport arrangements following an after school co-curricular activity.

PRINCIPLES:

1. In accepting the practice of students bringing mobile devices to school, there are responsibilities that must be adhered to throughout the school day and whilst engaged in school activities at other times. Responsibilities include the rights of all to learn in an uninterrupted and safe environment whilst respecting the dignity of the human person. Our College expects mature and responsible use of mobile device technology.
2. Furthermore, during recess and lunch breaks, students should be encouraged to engage in face to face communication with others without the need to access mobile phones and similar electronic devices.

DEFINITIONS: Given constant changes in technology, included in the definition of a mobile phone/device for the purposes of this policy are other devices used for communicating with others, taking photographs and videos etc., as well as earphones.

PROCEDURES:

1. Mobile phones, similar electronic devices and earphones must not be used, seen or heard during the school day (from 8.35am – 3.20pm) or at other times dictated by staff as appropriate. There may be times when a teacher, in order to enhance the learning experiences of students, may allow students to use their phone to take photos of class work and projects or for other educational purposes. The teacher will closely monitor the use of the device and if appropriate advise other staff members of the temporary arrangement (eg if the device is to be used by students beyond the classroom).
2. Existing practices outlined in our College's Information and Communication Technology Use by Students Policy, Bullying and Harassment Policy and College Assessment Policy, also apply to the use of devices and must be read in conjunction with this policy.
3. Students shall be responsible for the security of their devices at all times - the College is not responsible for any loss or damage that occurs to electronic devices.
4. Notwithstanding Procedure 8, Devices may only be used at times and for the educational purposes stipulated by the classroom teacher.
5. Devices should not be brought into an examination room unless they are handed to the supervisor prior to the commencement of the exam.
6. Devices may not be used as a hot spot or to access websites using that phone's service provider.

7. Students shall not take photos/videos during the school day without explicit teacher consent, irrespective of the consent of any party being filmed.
8. Should students be required to receive text messages or use their device to contact parents or significant others for any reason, this must be done inside Student Services and with prior permission of Student Services staff.
9. If a student is in breach of this policy, the device will be confiscated, along with the SIM card, and stored at Student Services until the end of the school day, when it can be collected by the student. The staff member confiscating the device will make a pastoral note on SEQTA, and include the parent/guardian and Year Co-ordinator in the communication. Further breaches will result in an escalated sanction, at the discretion of the Year Coordinator and Deputy Principal. This may include:
 - Lunchtime detentions
 - After school detentions
 - Confiscation and collection by a **parent/guardian only, after 3.20pm on the day of confiscation or at a later date.**
10. Breaches under the College's ICT Use by Students policy will also incur consequences in accordance with that policy, including limiting or denying access to the College ICT network for a period of time, depending upon the breach.