



Policy			
Mobile Phones & Smart Watches			
Service/Function Area	School	Created Date	2019
Custodian	Head of Secondary	Reviewed	27/9/2023
Review Period	2 Years	Next Review Date	27/9/2025
Policy Number	Rev1	Final Approver	SLT

## Policy Statement

The College recognises that there are times when it is appropriate and useful for students to have access to a mobile phone, for example:

- To contact parents in emergencies outside school hours
- To confirm or change arrangements made to pick up a child from music rehearsals, or sports practice outside College hours
- Security when travelling to and from school and part-time work
- Schoolwork, as allowed and defined by the College.

However, mobile phones and smart watches can present a distraction to students, and, therefore, undermine students' learning. As mobile phones and smart watches circumvent the College's network, students have unfettered access to the Internet and social media, limiting the College's capacity to maintain the appropriate duty of care. Cyberbullying is an increasing concern with most instances resulting from inappropriate use of mobile phones and smart watches.

Furthermore, for the College to exercise its duty of care responsibilities during school hours, it is essential that all communications with parents are made via the College Reception and not made directly by students.

## Scope

The contents of this policy are applicable to all students and teaching staff at St Brigid's College.

## Purpose

As mobile phones and smart watches present both advantages and disadvantages within the context of the school, a policy is necessary to ensure devices are used appropriately for the College to carry out its duty of care responsibilities.

## Implementation

### Principles

- The dignity and privacy of staff and students must be respected when using mobile phones and smart watches.

- Students cannot access networks outside the College filters during school hours or at College events.
- To maintain a duty of care, all contact between parents and students during school hours shall only be made by the College landlines in reception.
- The value of mobile phones and smart watches for learning is acknowledged but can only occur under the direct supervision of staff.
- The value of mobile phones and smart watches to enhance student safety and security outside school hours is acknowledged.
- Parents/Guardians/Students accept full responsibility and liability for lost, stolen or damaged mobile phones and smart watches

## Procedures

1. Students are not permitted to use their mobile phones or smart watches on school grounds during school hours, unless directed to by the class teacher for the specific purpose of the learning activity. Mobile phones must be locked in the student's locker and Smart Watches need to be set to FLIGHT MODE from 8:35 am until 3:20 pm.
2. Where a teacher permits a student to use the mobile phone or smart watch for a learning activity, the Information and Communications Technology (ICT) Use by Students Policy for acceptable and unacceptable use applies.
3. Apart from schoolwork directed by the class teacher, students are not permitted to take photographs of or film other students or staff on their mobile phone.
4. Parents/guardians and students should be aware that lost or stolen phones or smart watches are not the responsibility of the College. This includes any mobile phones or smart watches held at Reception. Parents/Guardians and students should ensure that mobile phones or smart watches are correctly and adequately insured.
5. Where a student breaches this policy, a staff member will confiscate the mobile phone or smart watch. The mobile phone or smart watch shall be held in Student Reception and collected by the student at the end of the day. Students shall be required to sign for their phone or watch in the phone/watch logbook at the end of the day. When a student breaches this policy, (three times) the mobile phone or smart watch must be collected by the student's parent/guardian. If it cannot be collected that day the phone/watch will be placed into the college safe until it is collected by a parent/guardian.
6. Continual breaches of the mobile phone or smart watch policy shall result in the student having to sign their phone or watch in and out at Student Reception for the remainder of a school term. Parents/Guardians will be notified via telephone call and email from the Head of Schools. If a student fails to do this, then the Head of Schools will go and collect the mobile and it will be placed in the College Safe until a parent/guardian can come and collect it
7. Students shall not access the Internet or social media sites on their mobile phone while at school. At no time shall teachers permit students to use their mobile phone to access external networks, including the network of the mobile phone carrier.
8. Students shall not charge their mobile phone at school.
9. Students shall not listen to music on their mobile phone or smart watch at any time during school hours. Additionally, students shall not have headphones or AirPods at any time unless directed by the class teacher. Headphones and AirPods may be confiscated by a staff member for breaches of this policy and collected from Student Reception as per the process for confiscated mobile

phones.

10. The mobile phone or smart watch policy and associated consequences still apply at school events conducted after regular school hours. Additionally, camps and excursions are an extension of the classroom, and this policy still applies.
11. If a student is using a mobile phone or smart watch and has not been permitted to by the teacher in charge of the class, then they must hand it to the teacher when requested, without question. Failure to do so will result in sanctions as per the College Behaviour Management Policy.
12. Student Reception remains the vital point of contact to ensure a duty of care is maintained. Therefore, students are not permitted to contact parents or make other calls during school hours. Where a student needs to contact parents during school hours, the student must make the call from the College landline in Student Reception upon receiving the permission of office staff. Additionally, parents must not contact students directly on their mobile but must contact Student Reception in all matters regarding students.
13. Mobile phones or smart watches cannot be taken into examinations or assessments.
14. Students may utilise a mobile phone where a medical practitioner has approved the use of a smartphone app in the management of an illness.

## Relevant Legislation

Legislation / Compliance
N/A

## Support Documents

Document Number	Document Description
N/A	