



# PHONE POLICY AND PROCEDURES – Off and Away All Day



## 1. Rationale

St Columban's College recognises that electronic communication technologies are an integral part of modern society. We also recognise that it is important they are used in a manner that supports students' academic, social and emotional wellbeing. This policy is about increasing student engagement and welfare while they are at our College. We want to reduce the pressure and anxiety that students sometimes feel that is associated with always needing to respond to their devices. Students need the freedom to think, learn, and develop positive social skills. In addition, the unregulated use of devices by students diminishes the quality of teaching and learning in the classroom. This policy intends to provide guidelines for the use of mobile phones and other electronic devices by students, in order to:

- Increase student engagement and welfare.
- Reduce risk of theft, invasion of privacy and digital safety of others.
- Encourage positive social interactions and verbal communication.
- Educate about digital footprint and the responsible use of technology.

## 2. Mutual Responsibility

To align with the College's Partnership of Excellence, each member within the community will have responsibilities to:

- Understand that the College is not liable for accidental loss, damage or theft to personal property that is brought onto school grounds.
- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage students not to bring a personal device to school unless necessary.
- Use the College's formal communication channels in all instances to communicate with the school or to make contact with their student during school hours (including where a student requires early collection from school).
- Encourage their student to always report to a College staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role all community members play in supporting students to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

## 3. Guidelines – Off and Away All Day

Students are permitted to carry mobile phones for safety, emergency, security purposes when in transit to and from the College, however students are responsible for adhering to the following expectations when on College grounds:

- There is a zero tolerance for the inappropriate use of phones on the College grounds.
- From hours between 8:28am to 2:45pm every student's mobile phone is to be turned off and to be put away out of sight. These need to be **off and away all day**.
- Students are expected to follow all directions given to them regarding all mobile phones and digital devices.
- Switching to "silent" is not sufficient, as text messages and alerts are known to cause anxiety and are as disruptive as a phone call.
- Smart watches are allowed on airplane mode only as a traditional watch function (eg. time telling)
- Listening devices can only be used under the direction of the teacher in the classroom from laptop or other approved device.
- It is assumed that students who are in the College grounds with listening devices visible are accessing their mobile phones, so will be actioned as per a breach of policy.
- Purchasing items through the College will need to be made without the use of mobile phones.
- Mobile phones are not to be used or taken into toilets or bathrooms to avoid causing discomfort and anxiety to others.
- Students cannot record, photograph or publish images or video footage of any St Columban community member without the person's consent.
- Students will be encouraged to check their emails on their laptops at the start of the day (during Pastoral Care), and again at key junctures throughout the day.



# PHONE POLICY AND PROCEDURES – Off and Away All Day



- Students will be required to have a copy of their timetable either in a hardcopy format and/or as background on their laptop.
- If there are concerns students must present to the Wellbeing Office to discuss any additional permissions.

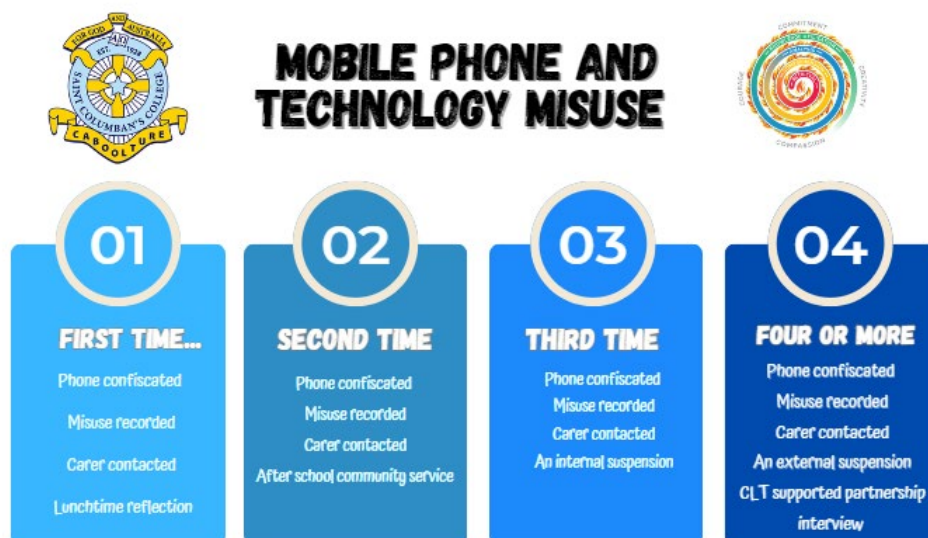
## 4. Communication Expectations

There is no need for a student to use a mobile phone to contact home during the College day.

- Parents are expected to contact students via the College Communication Procedures:
  - Urgent matters - Contacting the College via phone – 54953111.
  - For all urgent contact required between students and/or a family member, the Student Administrative Officer (located in our Student Services) along with Front Office staff, will be available to facilitate all urgent communication.
  - Non urgent matters - Via student email.
- When students need to contact home or a family member, they are expected to:
  - Facilitate contact through College reception.
  - Directly via email to their parent/caregiver at key junctures of the day.

## 5. Breaching policy

Students who are seen with a mobile phone on College grounds between the hours of 8:28am and 2:45pm will have their phone and digital devices instantly confiscated by staff. This includes when a phone is heard beeping or buzzing in class, or inappropriate use of other digital accessories. Student devices will be able to be collected at 2:45pm from Student Services. Parents will be informed of this, the infringement recorded, and the following process followed:



\*At the beginning of the each term students will have the opportunity to reset their accumulation total

## 6. Non-Compliance

Students are expected to comply with all directions of staff members in regard to their phone usage. Failure to present their phone to a staff member when asked will result in subsequent consequences as per the College Positive Engagement Policy.

## 7. Exemptions

Students can be granted exemptions from Section 3.1 for the following uses only:

- To monitor health conditions as a part of College approved plans.
- For a specific educational purpose under the direct instruction of a teacher through consultation with Curriculum Leader.