



POLICY: Mobile Phone & Wearable Devices

1. PURPOSE

The purpose of this policy is to describe Holy Spirit College's approach to mobile phones and the wearing of electronic devices.

2. RATIONALE

Mobile phones (with cameras, internet connection and recording mechanisms) and other electronic devices are an integral part of modern living. They have become a convenient and useful mode of communication and entertainment. They serve an important role in enhancing contact with the world, providing immediate access to information, giving families a sense of security and providing individuals with hours of entertainment.

Acknowledging the above, the number of mobile phones and other electronic devices at schools has sharply increased in recent years. If students bring a mobile phone or electronic device to school, then they must comply with guidelines.

3. POLICY STATEMENT

Holy Spirit College has established the following Acceptable Use Policy for mobile phones and wearable devices (such as smart watches) that provides teachers, students, and parents/carers with guidelines and instructions for the appropriate use of mobile phones and wearable devices during school hours.

It is the responsibility of students, parents/carers to read and understand this policy regarding mobile phones and wearable devices.

Holy Spirit College accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. Wearable devices such as smart watches have increased in popularity due to their functions and integration with mobile phones. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing children a mobile phone gives parents/carers reassurance that they can contact their child if they need to speak to them urgently when travelling to and from school.

The College accepts no responsibility for lost, stolen or damaged mobile phones or wearable devices at school, or while a student is travelling to and from school.

- Any student who brings a device to school has total responsibility for looking after it
- Parents/carers are reminded that in cases of emergency the College Office can be contacted. Students are not to answer texts or calls during class time. Students are also to follow this same procedure when needing to contact parents/carers during school hours
- Mobile phones and wearable devices that are found in the school and whose owner cannot be located should be handed into the College Office
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access cannot occur on their devices (e.g., by other students, if stolen). Students must keep their password/pin numbers confidential. Mobile phones, wearable devices and/or passwords may not be shared.



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4. PRINCIPLES

Students must abide by the guidelines outlined in this Policy. In the classroom, students are under teacher direction.

As a rule, and College expectation, mobile phones should be switched off, stored in student lockers and, unless used in a curriculum activity, out of sight in the classroom.

Students are not to use mobile phones in the College grounds including before and after school and during breaks. At this time, mobile phones are secured in student lockers. Students are permitted to access their mobile phones to check messages or communicate with parents/carers, without removing them from their lockers, during the following times:

- Before school
- After school
- The first and last five minutes of first and second breaks.

Wearable devices are to be considered under the same guiding principles as mobile phones as many of their smart functions are an extension of the mobile phone e.g. making and receiving phone calls, messaging, accessing apps, etc.

Wearable devices are permitted in the classroom however are not to be used as an extension of the mobile phone.

If the teacher, as part of the College curriculum, requires students to use their mobile for learning activities, they will inform students of this approach. Mobile phones must not be used as an electronic note-taking device. College issued laptops are to be used for this purpose.

Headphones are not to be used in classes unless this is part of a teacher-approved curriculum-based activity.

Mobile phones and wearable devices should not be used in any manner or place that is disruptive to the normal routine of the school.

Students should protect their mobile phone number and other user accounts (e.g., email address, usernames/IDs, etc.) by only giving them to others when it is absolutely necessary. This can help protect the students' details from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text or picture messages.

Unless express permission is granted by a member of the College staff, mobile phones and wearable devices must not be used to make or receive calls or send messages during school lessons and other educational activities.

Photographs, video, or voice recordings should not be taken of any other person at any time, without that person's express permission. If this occurs, the College may apply strong sanctions, particularly if media is posted online or shared.

Mobile phones are not to be used in changing rooms, toilets, bathrooms, or in any situation that may cause embarrassment or discomfort to other persons, their fellow students, staff, or visitors to the College.

The use of mobile phones or wearable devices in a whole school emergency or evacuation is forbidden for safety reasons.



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Should there be disruptions to lessons caused by a mobile phone or wearable device, the responsible student will face disciplinary actions as sanctioned by the teacher.

Using mobile phones or technology to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it may constitute criminal behaviour.

5. REFERENCES

- IT Acceptable Use policy
- Code of Conduct