Introduction
St Joseph’s Catholic College provides a safe, caring and supportive environment in which each student is shaped by her relationship with Jesus in the Catholic tradition and is inspired by St Mary of the Cross MacKillop to act justly and to make a difference in the world. Our college values of compassion, hope, justice and respect underpin all that we do and are the basis of our relationships with each other and with the world at large.

Purpose
The purpose of the Student Mobile Phone Policy is to ensure that all members of the college community (students, staff and parents) understand their roles and responsibilities in achieving the safe and responsible use of mobile phone devices used in the school context for communication and learning.

Policy framework
The Student Mobile Phone Policy attempts to strike a balance between the different functions a mobile phone serves for students at school. The college recognises that students use their phone to access social media and stay connected to their peers, to contact and be contacted by their parents and employer in the case of senior students and to support their learning when used to photograph board notes, record homework and access the internet. The college also recognises that the misuse of mobile phones has the potential to negatively impact on student learning, relationships and privacy therefore it is important for all students to learn how to use this technology responsibly.

Policy content
Aims
The Student Mobile Phone Policy aims to create a culture of responsible mobile phone use consistent with an ordered learning and teaching environment that respects the rights of all to learn and teach in a safe school.

Policy principles
This policy is based on the following principles:

- The college does not take responsibility for the security of personal electronic devices therefore students bring devices to school at their own risk.
- Bringing a mobile phone to school places responsibility on the student to use it appropriately.

Generally, mobile phone use is inappropriate if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- threatens or is likely to threaten the safety or wellbeing of any person, or
- is in breach of any law, including the Australian Telecommunications Act 1997
• Using a mobile phone to bully, intimidate or harass other people through text message, photographic or video delivery, social media, MMS or email breaches the law
• Students and parents sign a Student Mobile Phone Use Agreement (Appendix 1) at the beginning of each school year.
• Permission to use a mobile phone at school may be revoked by the Principal at any time. Parents will be informed of any such action

Rights and responsibilities of stakeholders under this policy
• The Principal is responsible for
  o developing and reviewing the mobile phone policy collaboratively with the school community
  o ensuring that students are encouraged to follow the policy
  o communicating the policy to parents, carers, students and staff
• The Assistant Principal and Leader of Student Wellbeing are responsible for
  o dealing with confiscated phones and consequences for students
• Year Leaders are responsible for
  o supporting staff in monitoring student compliance with the policy and referring students who are non-compliant to the Leader of Student Wellbeing and/or AP
• All staff are responsible for
  o monitoring student compliance with the policy
  o repairing or replacing any phone damaged or lost that they have confiscated
• Parents are responsible for
  o signing the Student Mobile Phone Use Agreement
  o damage to or loss of a phone brought to school by their daughter
• Students are responsible for
  o signing the Student Mobile Phone Use Agreement and meeting the conditions.

Procedures for Implementation of Student Mobile Phone Use Policy
St Joseph’s Catholic College expects that students who are granted permission to bring a mobile phone to school will meet the expectations referred to in the Mobile Phone Use Agreement (Appendix 1). This Agreement is signed by the student and her parent/carer and is maintained in the student’s file. Instructions and reminders concerning the college’s expectations about the appropriate use of mobile phones are communicated at college assemblies, year meetings and during classes.

The expectations are that a student will:
• take responsibility for ensuring the security of her phone at all times
• report the suspected theft or misuse of any mobile phone to the Year Leader
• turn her phone to silent mode and place it face down on her desk when in a classroom
• turn her phone to silent mode and keep it in her pocket during sport lessons
• use an approved scientific calculator rather than her phone for mathematical questions

The expectations are that a student will not:
• send text messages, play games, make calls, ‘surf the net’ or take photos/videos during class time without the teacher’s permission
• play with the ring tones or the phone during class or meeting times
• harass or bully others by voice calls, ‘pranking’, text messaging or sending objectionable inappropriate images
• allow others to access her phone
• take her phone into the room during and examination or assessment task
• use inappropriate language (spoken or text) on any phone
• record (by audio or image) any conversation or incident

**In summary** – phones are to be on silent and face down and clearly visible on the desk during class unless a teacher instructs otherwise

**Misuse of mobile phones will incur confiscation in the following circumstances:**
• Students who bring a mobile phone to school without having signed and returned the Student Mobile Phone Use Agreement
• Students who misuse the phone during class time e.g. answer or make a phone call or respond to a text. Teacher will place the phone on the teacher’s desk until the end of the lesson when the phone and the completed Mobile Phone Confiscation Record will be given to the Leader of Student Wellbeing for secure storage until the end of the day
• Parents of students who repeatedly breach the conditions of the Student Mobile Phone Use Agreement will be required to attend the college for a meeting with the Leader of Student Wellbeing and the Assistant Principal
• Students who are in breach of the Mobile Phone User Agreement and refuse to follow staff directions to surrender their phone will be referred to the Assistant Principal

**Related legislation, policies, guidelines and support documents**
• SJCC Positive Behaviour for Learning and Teaching Guidelines 2014
• SJCC Anti-bullying Policy 2015
• SJCC Cybersafety Guidelines 2015
• SJCC Pastoral Care and Student Wellbeing Program 2016
• Developing Student Leaders at St Joseph’s Catholic College 2015
• National Safe Schools Framework 2011
• Telecommunications Act 1997 (Comm.)
• Enhancing Online Safety for Children Act 2015 (Comm.)
• Anti-Harassment Policy for Diocesan Systemic Schools

**Responsibility for this policy**
The Principal is responsible for the implementation of this policy and for evaluating the relevance of the content and procedures in consultation with students, teachers and parents.

<table>
<thead>
<tr>
<th>Relevant CSO Policy</th>
<th>n/a</th>
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<tbody>
<tr>
<td>Author of policy</td>
<td>HLO (Leader of Student Wellbeing)</td>
</tr>
<tr>
<td>Policy written on</td>
<td>2013</td>
</tr>
<tr>
<td>Policy approved by</td>
<td>Principal – Stephen Walsh</td>
</tr>
<tr>
<td>Date policy adopted</td>
<td>2013</td>
</tr>
<tr>
<td>Reviewed and revised</td>
<td>Jan 2016 (HLO – AP)</td>
</tr>
<tr>
<td>Next Review Date</td>
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Revised policy authorised by:
Tony McCudden (Principal)
Student Mobile Phone Use Agreement

This agreement is to be signed by the student and her parent/carer and returned to the student’s pastoral teacher.

The agreement

Student:
I have read the Student Mobile Phone Policy Framework on page 2 and understand my responsibilities when I bring my phone to school.

I ....................................................... of ........................ have read this agreement and agree that I will:

- take responsibility for ensuring the security of my phone at all times
- report the suspected theft or misuse of any mobile phone to the Year Leader
- turn my phone to silent mode and place it face down on my desk when in a classroom
- turn her phone to silent mode and keep it in her pocket during sport lessons
- use an approved scientific calculator rather than my phone for mathematical questions

Further, I agree that I will not:

- send text messages, play games, make calls, ‘surf the net’ or take photos/videos during class time without the teacher’s permission
- play with the ring tones or the phone during class or meeting times
- harass or bully others by voice calls, ‘pranking’, text messaging or sending objectionable inappropriate images
- allow others to access my phone
- take my phone into the room during an examination or assessment task
- use inappropriate language (spoken or text) on any phone
- record (by audio or image) any conversation or incident

I am aware of the consequences for misusing my mobile phone.

.............................................................. .............................................................. ........................
Student Signature                         Student Mobile Phone No                      Date

Parent/carer
I have read the Student Mobile Phone Policy Framework on page 2 and understand the college’s expectations regarding student mobile use.

.............................................................. .............................................................. ........................
Parent/carer signature                   Parent/carer name                             Date
The Student Mobile Phone Policy Framework

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