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MOBILE PHONE AND ELECTRONIC DEVICES POLICY

1. CONTEXT

Nazareth Catholic Community strongly believes that every member of the community has the right to be safe, to be treated as an individual and with dignity, to be able to learn and work free from anxiety, and to feel the strength of community, consistent with Christian values. We have a shared responsibility to ensure that we create this opportunity for each other.

The Mobile Phone and Electronic Devices Policy aims to ensure the learning environment is safe and rigorous so that students can achieve their best while at school. The widespread ownership of mobile phones and other electronic devices among young people requires that school staff and parents/caregivers take steps to ensure that these devices are used responsibly and do not negatively affect the learning environment or safety of students. This policy is designed to ensure that potential issues involving mobile phones and other electronic devices, including disruption to learning, can be minimised while students are at school.

2. PURPOSE

Nazareth Catholic Community has established the following policy regarding mobile phones and electronic devices to provide staff, students and parents/caregivers with guidelines and instructions for the appropriate use of these devices during school hours and while undertaking school-related activities such as camps, retreats, excursions and co-curricular activities outside of main school hours. Exceptions to this will be considered on a case by case basis depending on the event. Any exceptions would be outlined to families prior to the event.

Students and their parents/caregivers must read and understand this policy before students bring mobile phones or electronic devices into the Nazareth Community.

3. RATIONALE

Nazareth Catholic Community accepts that parents/caregivers provide their children with a mobile phone or electronic device to support them in their transition to and from school and for their personal safety. It is acknowledged that providing a child with a mobile phone or electronic device provides parents/caregivers reassurance that they can contact their child if they need to speak to them urgently when in transit to and from either campus.

We strongly discourage parents/caregivers from contacting their children through the school day on mobile phones or electronic devices, as this can be disruptive to the learning environment. The contact point for all families during the school day is the Student Services Office on both campuses.

4. DEFINITION

Electronic Device a portable, wireless computing device that is small enough to be used while held in the hand; a handheld: a large selection of smartphones, PDAs, and other mobile device.

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5. POLICY

5.1. Responsibility

It is the responsibility of students who bring these devices to school to abide by the guidelines outlined in this document. It is always the responsibility of students to secure their mobile phone or electronic device[s] when at the school or school events.

Parents/caregivers should be aware that if their child/children bring a mobile phone or electronic device to school, they are aware of the expectations outlined in this policy.

Nazareth Catholic Community accepts no responsibility for replacing lost, stolen or damaged mobile phones or other electronic devices. Nazareth Catholic Community will not investigate damaged, lost or stolen mobile phones at school or schools events such as excursions and camps.

5.2. Acceptable Practices

Mobile phones and electronic devices must be switched off during school hours unless the device is required for medical monitoring purposes or for specific learning requirements as approved.

As mobile phones and electronic devices are to be switched off and in lockers during school hours, alternative arrangements for payments from vending machines, Café, Canteen, fundraisers etc must be arranged such as card or cash.

Parents/caregivers are reminded that in the case of an emergency, the Student Services staff on both campuses are the appropriate point of contact to reach your child/children quickly and will assist in the appropriate way.

Flinders Park Campus

As is our current practice, it is recommended for continued security, that students use the booklist locker lock on the Flinders Park Campus. If the lock is not a booklist lock, students must provide access to their locker by staff when requested or the lock will be removed at the discretion of staff.

Findon Campus

Year 5 and Year 6 students will place their mobile phone or electronic device into the lockable cases provided for the duration of the day. When students are at OSHC or Vacation Care, students will once again hand in their device to be placed in the lockable case. A lockable case is available at Student Services for students from R – 4 to secure their device.

Headphones/Airpods

Students are not to wear headphones/air pods at any time while moving around the Findon Campus, Flinders Park Campus or St Gabriel Centre, during the school day.

5.3. Unacceptable Practices

Should students have their mobile phone or electronic device out of their locker or in view of a staff member, the following actions will take place:

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Flinders Park Campus

a) First Breach

- The mobile phone, electronic device or headphones will be taken directly to the Student Services Office by the student or teacher.
- The mobile phone or electronic device will be secured in a sealed envelope with the student's name on it. It will then be collected and stored by a House Leader or member of leadership.
- The student's name will be logged through SEQTA, and the student will be advised that they can collect their device at the end of the school day from the House Leader's Office in the Veritas Centre.
- A SEQTA notification will be forwarded to parents/caregivers informing them of the incident and notifying them of the consequences. An alert will also be sent to the House Leader and Mentor Group teacher to enable follow up.

b) Second Breach

- Initial actions are as for the first breach, the mobile phone, electronic device or headphones will be taken directly to the Student Services Office.
- The student will be required to attend the Connection Room during recess and lunch on the following day.
- Their device will be required to be handed in to their House Leader at the beginning of each day (8:40am) and collected at the end of the day (3:25pm) for the period of 5 school days.
- A discussion between the student, their House Leader and Mentor Group teacher concerning the use of their device will take place and parents/caregivers will be contacted by the Mentor Group teacher or House Leader to discuss their concerns with their child's breach of our mobile phone and electronic device policy and any ongoing support the student may need.

c) Third Breach

- Initial actions are as for the first breach, the mobile phone, electronic device or headphones will be taken directly to the Student Services Office.
- The student will be required to attend an After School Detention that will be negotiated by the House Leader at a suitable time.
- Their device will be required to be handed in to their House Leader at the beginning of each day (8:40am) and collected at the end of the day (3:25pm). This will continue for a period negotiated with the House Leader.

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- A discussion with the student and their House Leader and Mentor Group teacher concerning the use of their device will take place and parents/caregivers will be contacted by the House Leader to discuss their concerns with their child’s breach of our mobile phone and electronic device policy and any ongoing support the student may need.

d) Subsequent Breaches for the term

- Subsequent breaches will require a parent meeting with the House Leader and Assistant Principal – Student Development where a mobile phone or electronic device management plan will be put in place.

Findon Campus

a) First Breach

- A breach will be managed by student’s class teacher.
- A SEQTA notification will be forwarded to parents/ caregivers informing them of the breach

b) Second Breach

- After a second breach, the student will be issued with an ‘inappropriate behaviour’ and required to attend the reflection room for a discussion with a member of leadership.
- A SEQTA notification will be forwarded to parents/ caregivers informing them of the breach and of the consequence.

c) Third Breach

- Subsequent breaches will require a parent meeting between the student, the Assistant Principal and parent/caregivers, where a mobile phone or electronic device management plan will be put in place.

6. RESPONSIBILITY FOR IMPLEMENTATION, MONITORING, AND CONTINUAL IMPROVEMENT

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

- Principal
- R -12 Deputy Principal
- Heads of Campus – Findon and Findon Campus Leadership Team
- Heads of Campus – Flinders Park and Flinders Park Campus Leadership Team
- House Leaders
- Nazareth Staff

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7. REVISION RECORD

The following roles provide a point of contact for the policy and are responsible for its ongoing review and revision.

Policy Leader	Principal
Review Date	July 2023