



# Saint Ignatius College Geelong

## Mobile Phone Pouches

### Frequently Asked Questions

#### What is a mobile phone pouch?

A mobile phone pouch is a magnetic pouch to store phones to create a distraction free climate and culture at Saint Ignatius College, allowing teachers to teach and students to focus on their learning without disruptions so they can reach their greatest potential.

#### How do students use their mobile phone pouch each day?

From 8.50am, all electronic devices (ie. mobile phones, smart watches and Bluetooth ear buds) will be turned off and are placed in mobile phone pouches by our students. At the end of the day students can unlock their pouch at an unlocking station. These stations can be found at various locations across the school.

#### ARRIVAL



8.50am: Students will immediately turn their mobile phones off. The phone, plus any Smart Watches and wireless / Bluetooth ear buds are placed in the mobile phone pouch.

#### SECURE



The pouch is locked by pressing the magnetic fastener at the top. Pouches are then secured in lockers for the remainder of the day.

#### DISMISSAL



At the end of the day, the pouch is unlocked at one of the unlocking stations around the school. The pouch is then placed in their bag ready for tomorrow!

#### What if I need to reach my child, due to a family emergency, during the school day?

In the event of a family emergency, parents/caregivers should contact Student Services on 52511136. A member of our team will get the message to your child as soon as possible. Non-urgent messages can be emailed direct to students by parents/caregivers using their school email address. These messages can be accessed by students on their laptop computers during class time.

#### What if there is a school emergency?

Parents/caregivers will be contacted directly via SMS (in the event of a whole school emergency), or directly via a phone call (for individual students) as per the school's current Emergency Response Procedure.

#### My child has a casual position after school. How does their employer contact them to advise changes to their shift?

Employers can still contact students via phone before and after school hours. Alternatively employers can contact students via email.

## **Will the mobile devices be safe in the mobile phone pouch?**

Students are expected to store the pouch in their locked locker. The mobile phone pouch does not pose any threat to phones.

## **What if the mobile phone pouch is lost or damaged?**

The mobile phone pouch remains the property of the school and is the responsibility of the student. If the pouch is lost or damaged, families will need to order a new pouch through Student Services at a cost of \$15. Students will not be permitted to have their device at school until a new pouch has been purchased. In the event that devices are brought to school, they must be handed in to Student Services upon arrival each morning.

Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by a member of the school leadership team.

## **Can the pouches be unlocked after hours?**

Unlocking stations will not be accessible after 4pm on school days or on weekends.

## **Can my child decorate or personalise their mobile phone pouch?**

Students are required to have their name clearly written on their pouch in a suitable black waterproof marker. No other decorations, artwork or graffiti is allowed on the pouch.

## **What if my child needs their phone for extenuating reasons (such as diabetes)?**

Exemptions can be requested by completing an "*Electronic Device Exemption Form*" (available for download from ). Each request is judged on a case-by-case basis and approved by the Principal (or delegate). Exemptions will be [recorded in the student's file](#) or health care/learning plan as appropriate and noted on Xuno to inform staff that an exemption is in place.

## **My child is going on a camp. Are they able to contact me while they are away?**

Students may be permitted to bring personal devices on a camp or excursion for learning purposes and/or to facilitate contact with their families at specified and supervised times. Expectations regarding student use of devices on the camp or excursion will be detailed in parent consent information.

## **How will my child pay for food at the Canteen without their mobile phone?**

Students have two options to pay for food at the canteen - cash or debit card

## **Students arriving late to school or leaving early**

Students who arrive late to school MUST pouch their phone at the gate and report directly to Loyola Reception to obtain a late slip. Teachers will not admit students late to class without a slip. If a student arrives during break time, they are still to report to the front office to sign in and obtain a late slip and pouch their phone.

## **Students who leave early**

Report to Loyola Reception, sign out and then unpouch their phone.

## **Excursions**

Whilst off-site on school-based activities, the mobile phone system still applies and students must keep their phone in their mobile phone pouch, unless explicitly stated for a specific purpose. This includes school carnivals. Where students may not return to school at the conclusion of an event, the supervising teacher will bring a mobile unlocking station for students to release their phones prior to departure.

## **Adjustments**

Adjustments to any part of this procedure may apply for some students under medical or exceptional circumstances, however full exemptions will not be provided. Parents and caregivers can request alterations and these will be considered on a case-by-case basis and granted when required by law or at the discretion of the principal. For students who wish to contact employers during the school day or vice versa, the school is willing to generate an official letter upon request indicating that students will not be contactable except through the front office.