



Saint Ignatius College Geelong

Student Use of Mobile Phone Policy

PURPOSE & RATIONALE

To explain to our school community Saint Ignatius College's policy requirements and expectations relating to students use of mobile phones and other personal mobile and cellular devices during school hours.

The implementation of the Mobile Phone Pouch Program at Saint Ignatius College is designed to support students to use mobile phones, and adjacent technology in a responsible and ethical manner. It provides a 'phone-free' space which encourages students to develop the skills to interact positively with their peers and teachers, and to fully immerse themselves in the learning process.

Whilst we acknowledge that we live in a technology-rich world where mobile phones are an important communication tool, research has found that mobile phones can be disruptive in classrooms and open to misuse at school. The unregulated presence of mobile phones in classrooms can undermine a student's own learning and the capacity of other students to think, learn, remember, pay attention and regulate emotions. During recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are also valued, rather than students being focused on a mobile phone, particularly when they are using it to engage with social media.

This policy acknowledges that technology is increasingly affecting how students learn and communicate. Therefore, when a student has been given explicit permission (an exception) to access and use such devices to enhance learning by the classroom teacher, mobile phones will be permitted for that specific purpose.

SCOPE

This policy applies to:

1. All students at Saint Ignatius College and,
2. Students' personal mobile phones and other personal mobile and cellular devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

Mobile Phone: For the purpose of this policy, "mobile phone" refers to mobile phones and any cellular device that has a similar functionality to a mobile phone such as smartwatches, with access to a cellular (telecommunications) system, with or without a physical connection to a network.

A school day: Is defined 8.50 – 3.05 inclusive.

Student Wellbeing Team (SWT): The SWT consists of Year Level Coordinators, Heads of House, Director of Senior School & Deputy Principal of Students.



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POLICY

Saint Ignatius College understands that students may choose to bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Saint Ignatius College::

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the mobile phone pouch provided and in their locked locker, for the duration of the school day unless given explicit permission from their classroom teacher to take the pouch to class for educational purposes. (Every student has access to a personal locker that must be secured with a combination lock (supplied and maintained by the student).
- Exemptions to this policy may be applied if certain medical conditions are met (see below for further information)
- **When emergencies occur, parents or carers can reach their child by calling the Loyola Administration Office on 52511136**

If a student needs to use a phone during the school day they may do so via the Loyola Administration Office, or a member of the SWT.

Personal mobile phone use

In accordance with the Education Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal **mobile phones must not be used at Saint Ignatius College during the school day, including lunchtime and recess**, unless an exemption or exception has been granted.

Where a student has been granted an exemption the student must use their mobile phone for the purpose for which the exemption was granted, and in a safe, ethical and responsible manner.

The inappropriate use of mobile phones is **any use or visibility of a mobile phone during the school day** unless an exemption has been granted.

Explicitly, this is a breach of the College Mobile Phone Policy between the hours of 8.50 – 3.05:

- Having a mobile device visible – it must be pouched
- Carrying mobile phone pouch – it must be secured in locker.

*Note: ***The ILC is a mobile free environment from 8.00am – 4.30pm and this policy applies during these hours.***

If mobile phone usage has been allowed for teaching and learning purposes the following are also considered breaches of the Mobile Phone Policy:

- Use of device in any way that disrupts the learning of themselves and others
- Use of device to send inappropriate, harassing or threatening messages or phone calls



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- Use of device to engage in inappropriate social media use including cyberbullying
- Use of device to capture and/or share video or images of people, including students, teachers and members of the school community without their explicit permission.
- Use of device to capture and/or share video or images in the school toilets, change rooms, swimming pools and gyms
- Use of device during examinations and assessments

Implementation

At Saint Ignatius College we expect that our students will conduct themselves in accordance with our expectations for the use of mobile phones. However, on the occasion that students breach the mobile phone policy, consequences will apply consistent with our school's existing Student Wellbeing and Engagement Policy and Bullying Prevention Policy.

Lack of awareness of the Saint Ignatius College Student Use of Mobile Phone policy will not be an acceptable excuse.

First breach – A student is in possession of or seen using a mobile phone:

1. The teacher/ILC staff member will instruct the student to hand over the phone. A student with an exemption will have a *Mobile Phone Permission Card* and must only use the phone for the explicitly exempt purpose.
2. The teacher/ILC staff member will note the student's name and take the phone to the Administration Office (labelled with student name & mentor group) and will log the event on XUNO (visible to parent/carer under incidents as Breach of Mobile Phone Policy, which includes condition of phone). The phone will then be stored in a secure locker at the Loyola Administration Office.
3. XUNO notification serves as parental contact. Administration staff are not responsible for contacting the parents/carers – a mobile phone breach must be completed by the staff member confiscating the phone.
4. **It is the responsibility of the parent/carer to collect the phone no sooner than at the end of the school day**

Second breach – As per *First breach*: A parent/carer will be required to collect the phone. An after-school detention will be issued. Behaviour Support Plan implemented as required.

Third and subsequent breach – Student will place mobile phone at the Loyola Administration Office on a daily basis from 8.50am – 3.05pm for 5 days, a parent/carer interview will be arranged. A Student Free Day detention will be issued.

Refusal to hand over phone – A student who refuses to follow a teacher's/ILC staff member's instruction (to hand over the phone) will be warned that they risk more serious sanctions.

If the student continues to refuse:

- The teacher/ILC staff member will send for a member of the Student Wellbeing Team (SWT) to come and collect the phone.



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- The Student Wellbeing Team member will make the entry on Xuno under Breach of Mobile Phone Policy.
- A further sanction will be applied for refusing to follow a teacher's/ILC staff member's instruction
- This will be a detention or suspension consistent with the school's *Student Engagement and Wellbeing* policy and *Bullying Prevention* policy.

*NOTE: If the student refuses to give the phone to a member of the SWT, the student will be automatically suspended and a parent/carer meeting arranged.

Exemptions and exceptions

- Exemptions for individual students can only be granted by the Principal, Deputy Principals or Student Wellbeing Team (SWT) member.
- Teachers who require an exception for their class portable unlocking devices that can be utilised for this purpose
- A record of students and classes that have been granted an exception will be kept with the SWT and House Teams. The Daily Organiser will also have the relevant documentation to alert CRTs (see below for list of exceptions and exemptions)

The two categories of exemptions:

- *Health & wellbeing related exemptions* - Students with a health condition (Student Health Support Plan required) and/or students who are young carers
- *When managing risk when students are off-site* – (see camps, excursions, extracurricular activities below)

Camps, excursions and extracurricular activities

- Students travelling to and from excursions; students on excursions and camps (Risk assessment planning will designate whether an exception is required – Year 7 camp for example will be no Mobile Phones); when students are offsite (not on school grounds) and unsupervised with parental permission – e.g. VET
- Saint Ignatius College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Where an exemption is granted, the student can only use the mobile phone for the purpose for which it was granted. Misuse of a mobile phone under these circumstances will result in the same consequences as above and possibly loss of the exemption.

Secure storage

Mobile phones owned by students at Saint Ignatius College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Saint Ignatius College **does not** have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.



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Where students bring a mobile phone to school, Saint Ignatius College will provide secure storage.

Secure storage is storage that cannot be readily accessed by those without permission to do so. At Saint Ignatius College students are required to store their phones in their lockers, secured by a suitable combination lock (as per the College booklist requirements)

It is each student's responsibility to maintain the security of their locker.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Independent travel to and from school

RELATED POLICIES AND RESOURCES

[Mobile Phones – Department Policy](#)

REVIEW PERIOD