

Mobile Phone Policy

1 Rationale

Xavier College acknowledges that portable electronic devices are an integral part of 21st Century life and that members of the school community use mobile phones and various other forms of portable electronic devices for both communication and leisure. It is further acknowledged that such devices give families a means of contacting their children in an emergency and vice versa and can therefore provide a sense of security and peace of mind. While we acknowledge these things we must also acknowledge that portable electronic devices, particularly those with internet connections that are capable of bypassing the College internet filter, can lead children into harm's way and can of course be disruptive of the learning environment. The practices we put in place to address these issues need to be preventative. This policy is designed to keep young people safe and to ensure that the learning environment is a positive one.

2 Principles

Xavier College should be a safe and friendly learning environment for all students and therefore:

- Students should not be able to access the internet without the safety provided by the College internet filter while on the College property.
- Students and teachers should not be distracted by the use of mobile phones or other portable electronic devices during class time.
- Students should use break time to socialise with their peers.
- The College accepts no responsibility for lost, stolen or damaged mobile phones or other personal portable electronic devices brought onto the school property.

3 Policy and Practices

Mobile phones and other personal portable electronic devices are to be turned off and not used throughout the school day.

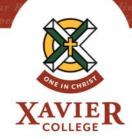
- By teacher direction only, students in Years 11 and 12 may be permitted to use their mobile phone or other portable electronic devices for a class purpose.
- Parents / Guardians who need to contact a student in an emergency should do so via the Student Reception.

4 Procedures

Procedures to be followed in the case of a breach of the Mobile Phone Policy

The mobile phone or personal portable electronic device of any student discovered using such a device inappropriately at school will be confiscated.

- 1. The phone or device is to be turned off, placed into an envelope and labelled with the student's:
 - o Name
 - o Oratory Code
 - o Date
- 2. The student is to then go to Student Reception and hand their phone or device in for safe keeping.
- 3. A stamped note will be entered into the student's diary by the staff member at Student Reception to indicate that the student has handed in the phone or device.
- 4. Teachers will write a behaviour note in the student's diary and also complete a *Behaviour Incident*Form providing brief details of the inappropriate use of the phone or device.



- 5. The student will collect their confiscated mobile phone or device at the end of the school day from Student Reception.
- The Oratory teacher will arrange for the student to attend a lunch referral. 6.
- 7. Further disciplinary action will be taken should the student re-offend.

5 **Roles and Responsibilities**

House Directors Community Dimensions Committee Leadership Team

Implement the policy, follow up breaches of the policy Implement and monitor and evaluate the policy Review the policy evaluation and make recommendations for the Board

6 Monitoring, Evaluation and Review

The policy will be monitored and evaluated by Community Dimensions Committee annually. The College Board will review the policy on a cyclical basis every three years.



Appendix 1

Teacher Operational Flow Chart – inappropriate use of personal portable electronic devices

Student uses mobile phone or electronic device inappropriately in the **CLASSROOM**

1



Student turns off the device and places it into an envelope **Teacher** labels envelope with: student name, oratory code & date



Student hands their device into the Student Reception Note entered into student's diary to indicate device has been confiscated



Teacher to write a behaviour note in student's diary and complete a Behaviour Incident Form



Student to collect confiscated device from Student Reception at end of the school day



Oratory Teacher to arrange for student to attend a lunch referral

Student uses mobile phone or electronic device inappropriately in the SCHOOL YARD



Student asked to turn off the device immediately



The next day, **Oratory Teacher** gets student to place device into an envelope and labels it with: student name, oratory code & date



Teacher to record name of the student and complete a Behaviour Incident Form



Student hands their device into the Student Reception Note entered into student's diary to indicate device has been confiscated



Student to collect confiscated device from Student Reception at end of the school day



Oratory teacher to arrange for student to attend a lunch referral