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Personal Device Policy

Rationale

Xavier College acknowledges that personal devices are an integral part of 21st century life and that members of the College community use personal devices such as mobile phones, watches, and other portable electronic devices for communication, socialising, and leisure. It is further acknowledged that such devices provide 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 personal devices, particularly mobile phones and smart watches, can bypass the College internet filter to expose students to inappropriate material and provide a means for distraction during the school day.

As a Salesian school that applies Don Bosco's Preventive System, it is the College's approach to ensure students are not placed in harm's way through the use of personal devices at school and to limit potential distractions during the school day. This policy is therefore designed with the safety of young people at heart and to ensure that the learning environment and school yard are free from external distractions.

Scope

This policy applies to all students across Xavier College and is actively supported by all staff.

Policy Statement

With the widespread and increasing ownership of personal devices among students it is critical that Xavier College, in partnership with families, provides guidance for students to become informed, safe, respectful, and responsible digital citizens. It is Xavier College's responsibility to ensure the College remains a safe environment by minimizing the impact of inappropriate use of personal devices at school.

It is Xavier College's position that access to personal devices during school hours must be managed so that students are kept safe, are fully present in their learning and fully present in their interactions with their teachers and peers based on the following principles:

- students should not be able to access the internet without the safety provided by Xavier College's internet filter while on college property
- students should not be distracted during teaching and learning activities by using personal devices
- teachers should be free to teach without the distractions caused by personal devices in class
- students should use break times to socialise with peers and engage in meaningful play rather than engage with personal devices
- students are fully responsible for any personal devices brought onto college property or brought to school events

Responsibilities

All students will:

- refrain from using any personal device for communication, accessing online materials and platforms, or other inappropriate activities during school hours
- ensure that personal devices have their communication capability deactivated by being placed in an appropriate mode (such as flight-mode, school-mode, or equivalent)
- not bring a personal device to school that cannot have its communication capability deactivated

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In addition to the above:

- **Reception to Year 6:** submit personal devices such as a mobile phone or smart watch with communication capability to the front office at the commencement of the school day for safe storage (to be collected at the conclusion of the school day)
- Years 7 to 12: only contact their parents/caregivers during school hours with approval from a campus leader or administration staff and/or using a college phone
- upon request from staff submit personal devices such as a mobile phone or smart watch to the front office if caught using them during school hours (devices to be turned off, placed in a labelled envelope and collected at the conclusion of the school day)
- adhere to any behaviour follow up requirements if caught using a personal device inappropriately during school hours such as, but not limited to, lunch or after school referrals as directed by campus leaders
- Years 11 and 12: only use mobile phones for learning purposes under the approval and direction of their teacher

Parents/caregivers will:

- refrain from directly contacting students on their personal smart device during school hours
- contact the front office should they want to communicate directly with students or provide a message
- support students to make informed decisions about which personal devices they should or should not bring to school
- support the College, when necessary, to follow up breaches to the Xavier College Personal Device Policy
- promote respect for Xavier College's Personal Device Policy

Teaching staff will:

- consistently apply the Xavier College Personal Device policy by:
 - supporting students to understand the rationale of the policy
 - requesting students submit their personal device to the front office in the event of a breach of the policy
 - following the procedures for recording breaches by using the Behaviour Phone pastoral note to record
 - following up with campus leaders in the event a student does not submit their personal device to the front office
 - applying a restorative practice approach in the follow up of a breach of the policy
- actively support students to meet the Xavier College Personal Device Policy through the application of Bosco's Preventive System
- only provide approval for the use of mobile phones to Year 11 and 12 students for learning purposes or with prior approval from a member of the campus leadership teams.

Campus Leadership will:

- follow up on all breaches by students of the Xavier College Personal Device policy
- in consultation with Oratory teachers and/or class teachers, communicate with parents/guardians when continued and/or serious breaches of the Xavier College Device Policy occur
- lead teachers in the application of restorative practices to manage breaches of the Xavier College Personal Device Policy, particularly when they harm relationships between students and peers and students and staff

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- administer appropriate outcomes, in consultation with the College Executive Leadership Team, of continued and/or serious breaches of the Xavier College Personal Device Policy including, but not limited to, lunch referrals, after school referrals, internal and external reflection days and/or formal suspensions and expulsion
- support the College Executive Team to access and review data pertaining to the use of personal devices by students

The College Executive Leadership will:

- ensure implementation and review of the Xavier College Personal Device Policy
- ensure communication to students, parents/guardians, and staff when changes occur to the Xavier College Personal Policy
- provide ongoing professional learning opportunities to staff to increase their capacity to apply Bosco's Preventive System, Restorative Practices, and other methodologies for managing breaches to the Xavier College Personal Device Policy
- lead campus leadership teams to maintain the integrity of the College's systems, processes, and procedures to support teachers to apply the Xavier College Personal Device Policy
- administer appropriate outcomes, in consultation with campus leadership teams, of continued and/or serious breaches of the Xavier College Personal Device policy including, but not limited to, lunch referrals, after school referrals, internal and external reflection days and/or formal suspensions and expulsions.

Related Documents and References

The following documents are to be read in conjunction with, and are additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), College or CESA policy, procedure, or support document.

- Xavier College Acceptable Use Computer and Internet Policy
- Xavier College Bullying and Harassment Policy
- Xavier College Student General Expectations Policy
- Xavier College Parent Handbook
- Xavier College Student Handbook

Revision Record

Document title:	Personal Device Policy (supersedes Mobile Phone Policy)
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Appendix 1

Teacher Operational Flow Chart – Inappropriate/Unauthorised Use of Personal Devices

