

## MOBILE DEVICE ACCEPTABLE USE GUIDELINES (MOBILE PHONES, IPODS, SMART WATCHES ETC)

### PURPOSE

The widespread ownership of mobile devices requires that all members of the St Augustine's College community take steps to ensure that mobile devices are used responsibly. The College accepts that there are genuinely appropriate reasons for students to have access to a mobile device.

The guidelines are based on principles of mutual responsibility and respect of all parties involved in the use of mobile devices. They are designed to assist in managing the safe and responsible use of mobile devices by students and involves parents as partners in assisting their children in the proper use of mobile devices. The guidelines are underpinned by an overall requirement for students to exercise care to use their mobile devices in a considerate manner and to be aware of situations in which others could be affected by their actions.

The privilege to take a mobile device to school may be withdrawn if a student fails in their duty to behave responsibly and in accordance with the College's requirements.

### RATIONALE

The College does not encourage boys to bring mobile devices to school, but we do understand that in some circumstances this is a necessity. By allowing students to bring a mobile device to school, we assist in creating easier communication between parents and boys during travel to and from school.

### RESPONSIBILITY

- It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.
- **Devices are to be switched off and placed into the student's locker or bag upon entry onto the College grounds and left there without being used until they leave the College grounds.** Usage includes the sending and receiving of text messages or data. Students may use their device only with permission from the Deputy Principal in consultation with the Head of Year, Head of Department & teaching staff. ***Students who need to carry a mobile device for medical reasons must provide a letter from their General Practitioner to their Head of Year stating the reason.***
- **Boarding students** have no reason to bring a mobile device to school; phones and other electronic devices should be left in the boarding residence during the school day, unless they have prior authorisation from their Head of Residence. **Boarding students of the College will also be required to complete Appendix 1: Boarding Students Mobile Device Acceptable Use Guidelines Agreement.**
- **Permission** should be sought from staff on duty to use phones while **students are waiting for buses or at student pick up locations.**

## GUIDELINES FOR ACCEPTABLE USE

- Courtesy, consideration of and respect for others are always paramount.
- Parents and students should ensure that devices are properly and adequately insured as personal property.
- Students should mark their mobile device clearly with their names.
- Mobile devices that are found in the school and whose owner cannot be located should be handed to the Student Office.
- Devices are brought to school entirely at the owner's risk. The College cannot accept responsibility for theft, loss, damage or health effects (potential or actual).
- It is strongly advised that students use passwords/pins to ensure that unauthorised device calls cannot be made on their devices. Students must keep their passwords/pins confidential.

**Parents are reminded that in cases of emergency during school hours, the College office remains the vital and appropriate point of contact and can ensure your son is reached quickly and assisted in an appropriate way. Contact details are phone: 4051 5555 or email: [sac.reception@cns.catholic.edu.au](mailto:sac.reception@cns.catholic.edu.au)**

## INAPPROPRIATE CONDUCT

**It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. As such, if action as sanctioned by the Principal or their delegate is deemed ineffective, as with all such incidents, the College may consider it appropriate to involve the police.**

- Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as outlined in the **Academic Integrity Policy**.
- Students with mobile devices may not engage in personal attacks, harass another person, or post personal information about another person using SMS messages, take/send photos or objectionable images, or device calls.
- Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal or their delegate.

## SANCTIONS

- Students who use their mobile devices during school hours (without permission from a staff member) will have their device confiscated for 24 hours. The Head of Year will notify parents of the confiscation via an EdSmart Parent Slip. The student will need to collect the device from the Head of Year at the conclusion of the next school day.
- If a student's device is confiscated on a second occasion, parents/carers will be required to collect the device from the Student Office.
- Repeated infringements will result in the student issued with a Thursday afternoon detention, confiscation and a parental meeting with the Head of Year.
- Failure to follow procedures of **appropriate conduct** may result in an alleged incident being referred to the police for investigation. In such cases, parents/carers/Head of Residence would be notified immediately.

**EFFECTIVE: 28/01/19**