

MOBILE DEVICE POLICY

RATIONALE

St Mark's College acknowledges that portable electronic devices are part of 21st Century life and that members of the school community use mobile phones and various other forms of electronic devices for both communication and leisure. It further acknowledges that such devices give families means of contacting children in an emergency and vice versa and can therefore provide a sense of security and give 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 harms way and can of course be disruptive to the learning environment. The practices we put in place to address these issues need to be preventative. The policy is designed to keep young people safe and to ensure that the learning environment is a positive one.

PRINCIPLES

St Mark's 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 and other electronic portable devices during class time.
- Students should use break times 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.

POLICIES AND PRACTICES

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

- All students are not to access their phones/devices while on Campus or involved in school-learning activities off site such as camps and excursions. Students are encouraged not to bring their mobile device to school however if the need arises, they are to be always kept in their lockers for safe storage.
- (not including laptops however inappropriate use will follow the same policy) Year 10-12 students may for a particular lesson be asked to get their devices out of their lockers under teacher direction for a specific class activity and then turn it off and put it away at it's conclusion.
- Students will need to have cash or a bank card to pay for their canteen purchases. They are not to use a mobile device (ie phone or smart watch) to pay for their purchases. The canteen will not accept this form of payment.
- Exemptions may be approved by the principal for reasons such as managing a medical condition, or extenuating personal circumstances and needs immediate access to their device, such as being the primary carer for younger siblings.
- Parents are asked to use the school's formal communication policies during school hours in case of an emergency. This can be made by contacting the Student Hub by phone on 8633 8801 or sending an SMS.

PROCEDURES

Procedures are to be followed in the case of a breach of the Mobile Phone Policy. The mobile phone or personal portable device of any student discovered using such a device inappropriately at school will be confiscated.

1. As directed by staff, the device is to be turned off, placed in an envelope labelled with the student's name, Home Group and date
2. The student will then hand the phone into the Student Hub Admin desk for safe keeping.
3. A Pastoral Care note will then be entered on SEQTA by staff indicating the inappropriate use of the device and the parents informed of the first breach via email.
4. The student will collect their phone from the Student Hub at the end of the day.
5. Subsequent offences will result in the device being stored until the parent is able to come to the College to collect the phone or device. A second beach email will be sent to parents advising of breach and the need for a parent/caregiver to collect the device.
6. Ongoing breaches – will be reviewed for further action.