



*Xavier High School*

## *Mobile Phone & Electronic Device Policy*

<i>Policy Number</i>	<i>M001</i>
<i>Applicability</i>	<i>Students</i>
<i>Policy Status</i>	<i>Endorsed</i>
<i>Date of Approval</i>	<i>11/11/2015</i>
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<i>Last Review Date</i>	<i>30/10/2017</i>
<i>Next Review Due</i>	<i>30/10/2019</i>

### ***Background***

*At Xavier High School we believe that all people are created equal in the eyes of God. We expect that all people have the right to be treated with dignity and respect. Our Mission Statement directs us to recognise that: "Xavier is a community where the potential of all individuals to grow and develop physically, emotionally, intellectually and spiritually is recognised and nurtured." This statement inspires the responsible approach taken to creating the terms of use of electronic devices inclusive of mobile phones at our school for both students and staff, and also informs of our response to incidences when they occur within the school and during school activities.*

## Objective

*The increased ownership of mobile phone/electronic devices requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed.*

*Xavier High School has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours*

*In order for students to carry mobile phone/electronic devices during school hours, students and their parents or guardians must first read and understand the Acceptable Use Policy*

*The Acceptable Use Policy for mobile phone/electronic devices may apply to students during school excursions, camps and extra-curricular activities*

## Definition

### Acceptable Use

*Mobile phones/electronic devices must be switched off during lessons at school, during school excursions, camps and sports days unless instructed otherwise.*

*Mobile phones/electronic devices may only be used in lesson time with the permission of your teacher.*

*Mobile phones/electronic devices may only be used at recess and lunchtime.*

*Students and Parents are reminded that in cases of emergency or requiring a leave pass, Xavier High School office remains the appropriate and vital point of contact and can ensure your child/parent is reached quickly, and assisted in any appropriate way.*

### Unacceptable Use

*Mobile phones/electronic devices must not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school lessons.*

*Should there be any disruptions to school activities or lessons caused by a mobile phone/electronic device, the responsible student will face disciplinary actions.*

*Any student/s found to have used a mobile phone to cheat in exams or assessments will face disciplinary actions.*

*Any student who uses vulgar, derogatory or obscene language while using a mobile phone/electronic device or internet will face disciplinary actions.*

*Students with mobile phones/electronic devices and internet access may not engage in personal attacks, harassment of another person (students, staff, community member) or post private information about another person using SMS messages, social media platforms or distribute photos, video or objectionable images, or phone calls. Students using mobile phones/electronic devices*

*and/or the internet to bully other students will face disciplinary actions.*

## **Responsibility**

*It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.*

*Students are required to mark all their mobile phone clearly with their names.*

*Students who bring a mobile phone onto school premises are encouraged to leave it in their locker as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.*

*Mobile phones and electronic devices which are found in the school and whose owner cannot be located should be handed to administration office by the person who found the device.*

*The school accepts no responsibility for replacing lost, stolen or damaged mobile phones and electronic devices. This includes whilst travelling to and from school.*

*It is mandatory that students use passwords/pin numbers to ensure that unauthorised phone calls and/or use does not occur on their devices (eg by other students, or if stolen). Students must keep their password/pin numbers confidential.*

## **Strategy**

*Inappropriate use of mobile phones and electronic devices will result in confiscation and disciplinary action as follows.*

*A first offence has the consequence of a lunchtime detention, a second offence has the consequence of a Wednesday afternoon detention. Any following occurrences will result in further consequences as determined by the KLA/House Coordinator or Assistant Principal.*

*Inappropriate use of the internet could put a student's ability to successfully complete their chosen course of study at risk.*

*It is inappropriate to take or distribute photos or videos of people without their permission and may result in breaching the privacy act and could be deemed to be a criminal offence.*

*If a device is confiscated it is the student's responsibility to collect their device from the administration office at the end of the day.*