



St Joseph's School
PORT LINCOLN
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St Joseph's School

Student Mobile Devices

Policy



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1. Purpose

The purpose of this document is to set out the School's policy regarding students' use of their own mobile devices in the School environment. In summary, this policy:

- encourages students not to bring their personally-owned mobile devices to School;
- requires students to keep their devices "off and away" while at the School, and while attending authorised school activities off-site;
- outlines the limited circumstances in which students may be permitted to use their devices at School for a specific, agreed purpose; and
- sets out the responsibilities of different members of the School community.

2. Definitions

In this policy:

- **access**, when used in relation to mobile devices, refers to both physical access and remote access, such as using headphones that are paired to a mobile phone.
- **CESA** means Catholic Education South Australia.
- **ICT** means Information and Communication Technology, which includes any facilities or equipment (whether physically at the School, in the "cloud", or elsewhere) used to compute, to communicate and to store information electronically. This may include and is not limited to desktop, laptop, and tablet computers, computer servers, electronic storage devices, network and telecommunications equipment and associated software.
- **mobile device** includes the following devices owned by a student or their family:
 - mobile phones, smart phones and any other similar electronic devices that can send and/or receive calls and messages and/or connect to an internet network;
 - smart watches and any other wearable devices that can send and/or receive calls and messages and/or connect to an internet network;
 - laptops, iPads and tablets that are not owned or provided by the School, and were not brought to school by the student under an individual Acceptable Use Agreement;
 - headphones, earphones, ear pods or similar audio devices; and
 - any other electronic digital device capable of connecting to a cellular communication network, the internet, or both,but does not include those devices excluded in section 3 "Scope" below.
- **off-site activity** means an authorised School activity occurring outside of the School's grounds, such as an excursion, sporting event or camp.



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- **Principal** means the person holding or acting in the position of principal of the School for the time being.
- **SACCS** means the South Australian Commission for Catholic Schools.
- **School** means St Joseph's School Port Lincoln.

3. Scope

This policy applies to mobile devices owned or used by students when brought onto School grounds or to an off-site activity.

This policy does not apply to:

- School-provided ICT devices such as laptops which may be provided for the use of students in Years 4 to 9;
- personally-owned ICT devices such as laptops supplied by parents/caregivers for the use of students in Years 10 to 12, in line with the School's ICT Acceptable Use Policy and Acceptable Use Agreements signed by individual students; or
- the use of mobile devices by boarders outside of normal school hours, when in the School's boarding house or elsewhere on School grounds.

This policy should be read in conjunction with other policies and procedures issued by SACCS, CESA and the School; in particular, the School's Student Mobile Devices Breach Procedure and ICT Acceptable Use Policy.

4. Policy Statement

4.1. Aims

With the widespread and increasing use of mobile phones and other mobile electronic devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens. It is the School's position that access to mobile devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of mobile devices at School, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones;



- classroom environments where teaching and learning can occur free from distractions caused by the use of mobile devices;
- use of breaks as quality time away from screens, encouraging physical activity and play;
- meaningful face-to-face connections between students and others; and
- the development of students' personal responsibility in managing their use of mobile devices.

While this policy is specific to student use of mobile devices while they are at School, it is essential that the School and its families work in partnership to support students to develop the skills needed to live and work in an increasingly digital world safely, responsibly, and respectfully. This includes recognising how and when it is appropriate to use mobile devices for personal and recreational purposes, and the importance of also going "offline" each day.

The School believes that balancing screen time with other important activities is critical to promoting physical and mental health, social and emotional wellbeing, and healthy development for children and young people. School staff and parents/caregivers can support students to make positive choices by modelling responsible and respectful use of mobile devices and helping children and young people develop the tools to self-manage their behaviour.

4.2. General position on mobile devices

The School prefers that students do not bring mobile devices to school and, if they do, requires that mobile devices will not be used, accessed or checked while at the School.

This general position is subject to qualifications and exceptions as set out in the rest of this policy.

4.3. Bringing mobile devices to School

The School accepts that it may be reasonable for students to bring mobile devices to school:

- as a measure to ensure their safety while travelling to and from school;
- so parents and part-time employers can contact them outside of school hours, away from School grounds; or
- to be used during school hours in line with an exemption or permission under this policy.



4.4. Use and storage of mobile devices at School

4.4.1. General rules

In general:

- All students must keep their mobile devices “off and away” while at the School and while attending off-site activities.
- For safety reasons and to facilitate open social interaction, students must not wear headphones, earphones, ear pods or similar audio devices at any time while moving around the School.
- The School prefers that students do not wear smart watches to School.
- School-owned resources or the student’s personally-owned laptop (Years 10 to 12) will be used when ICT is required in the classroom. Mobile devices will not be required for educational purposes.

4.4.2. Partial exception for smart watches

Students who choose to wear a smart watch must either turn it off and put it away, or change its mode so it only functions as a simple watch that displays the time. The rest of this Section 4.4 should be read as subject to this partial exception.

4.4.3. Preschool to Year 6

Mobile devices must not be used, accessed or checked by students in Preschool to Year 6 classes while at the School, or while attending an off-site activity. Any mobile device must be turned off and handed to the class teacher at the beginning of the day for safekeeping. The mobile device will be returned to the student at the end of the school day.

4.4.4. Years 7, 8 and 9

Mobile devices must be turned off and put away while at the School. They must be stored in the student’s locker or bag while at School or handed to the teacher at the beginning of an off-site activity.

Mobile devices must not be used, accessed or checked while at School (including recess, lunch or toilet breaks) unless it is with the express permission of the teacher, in accordance with this policy and any guidelines determined by the Principal. Such instances would be very limited, for example using ear pods to listen individually to audio-visual media as part of a lesson so as not to distract or disrupt others, or while listening to music while reading or writing to help focus.



4.4.5. Years 10, 11 and 12

Mobile devices must be turned off and put away while at School. They must be stored in the student's locker or bag while at School or kept in the student's bag while at the off-site activity.

Mobile devices must not be used, accessed or checked while at School (including recess, lunch or toilet breaks) unless it is with the express permission of the teacher, or another exemption in accordance with this policy and any guidelines determined by the Principal. Such instances would be limited, for example, to:

- using headphones or ear pods to listen individually to audio-visual media as part of a lesson, so as not to distract or disrupt others;
- helping a student focus while reading or writing; or
- where the teacher determines that a mobile device can support or enhance a learning experience.

Students undertaking off-site Vocational Education and Training or workplace placements must follow any expectations of that site or organisation regarding use of mobile devices.

4.4.6. Exceptional circumstances

Individual students may have exceptional circumstances that require a longer-term (or indefinite) exemption from the requirements of this policy, including where:

- the device is used to monitor or help manage a health condition;
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties;
- the device is used for translation in the classroom by a student with English as an additional language; or
- the student has extenuating personal circumstances that require them to have more ready access to their mobile device, such as being a primary carer to younger siblings or an unwell family member.

All reasonable requests for long-term exemptions will be considered by the Principal on a case-by-case basis, and decided in the Principal's discretion. Approved exemptions will be documented in the student's Health Care Plan or Individual Learning Plan (as appropriate) and made accessible to their teachers, including temporary relief teachers.



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4.5. Liability for damage, loss, theft, etc.

If a student brings a mobile device to School, the student does so at their own risk and the risk of their parents/caregivers. To the extent possible, the School disclaims all liability for financial loss or other harm or detriment arising from the loss, theft, damage or confiscation of a mobile device.

4.6. Responses to non-compliance

4.6.1. Procedure in typical cases

A student breaches this policy by using, accessing or checking a mobile device without permission. In that event, the breach will be dealt with pursuant to any procedure or guideline as determined by the Principal from time to time. Consequences may include (but are not limited to) confiscation of the mobile device.

4.6.2. Misuse or illegal use of mobile devices

More serious incidents of misuse of mobile devices may involve:

- bullying and harassment (including “cyberbullying”);
- transmission of explicit or offensive images or videos; and
- photographing, recording, or uploading inappropriate content.

Where incidents occur during school hours, or in connection with the School, they must be managed in line with the policies, procedures and legal obligations that apply to the School. Consequences in the event of serious misuse can include detention, suspension or expulsion from the School, legal action and/or referral to police.

5. Responsibilities

5.1. Principal

The Principal, with the support of leadership staff, will:

- Make this policy accessible to all students, staff and families.
- Develop procedures and/or guidelines for the implementation of this policy, including where this policy is breached.
- Ensure that teachers are supported in implementing this policy effectively and consistently.
- Ensure that there is a process in place for regular review of this policy and its implementation.



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- Enforce this policy consistently and respond to instances of non-compliance in line with applicable policies, procedures and laws.
- Consider reasonable requests for exemptions under in this policy from parents/caregivers due to exceptional circumstances on a case-by-case basis.
- Make sure that approved exemptions under this policy documented and that relevant staff, including relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile devices and support school staff to do the same.

5.2. Teaching staff

Teachers at the School will, with the assistance of education support officers (where relevant):

- Deliver learning opportunities and maintain a safe and productive learning environment.
- Follow this policy and enforce the applicable procedures effectively and consistently.
- Take steps to minimise distractions from any permitted use of students' mobile devices in the learning environment.
- Respond to instances of non-compliance in line with this policy and any related procedures.
- Report and respond to incidents of inappropriate use of mobile devices in line with applicable policies, procedures and laws.
- Where applicable and within the teacher's discretion, approve reasonable temporary exemptions in line with the aims and requirements of this policy.
- Ensure students who are given permission to access their mobile device use it appropriately and only for the specified purpose, and that their mobile devices are turned off and put away after the permitted activity has concluded.
- Make sure that any student mobile devices handed in for their care are stored securely and are returned to the student (or their parent) by the end of the school day (if practicable).
- Communicate relevant information to students, parents/caregivers and leadership as required.
- Model appropriate use of their own mobile devices which, when students are under their direct supervision, should only be for work-related or emergency purposes.

5.3. Students

Students at the School will:

- Comply with this policy and the associated procedures, and follow directions from staff.
- Switch any mobile devices off on arrival at school each day and store them away.
- If permitted to use a mobile device at school in line with a policy exemption, do so in a safe, responsible, and respectful way and support peers to do the same.



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- Communicate respectfully with others and not use a mobile device to bully, harass, or threaten another person.
- Respect others' rights to privacy and not take or distribute photos, videos, or audio records of other people without their knowledge or permission.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out process if requiring early collection from school. Students are not to contact their parents/caregivers via mobile device unless permitted by a School staff member.

5.4. Parents and caregivers

Parents and caregivers of students will:

- Be familiar with and support the School's implementation of this policy, including the consequences for non-compliance.
- Encourage their children not to bring a mobile device to School unless necessary.
- Encourage their child to comply with this policy if they do bring a mobile device.
- Understand that the School's insurance policies may not cover theft, accidental loss or damage to their child's mobile devices brought onto School grounds or at off-site activities.
- Use the school's formal communication channels in all instances to communicate with the School or to make contact with their child during school hours (including where a student requires early collection from school). Generally, this involves contacting the School's main office. The School discourages parents/caregivers from contacting their children directly via mobile device during school hours, as this can be disruptive to the learning environment.
- Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other mobile device) in a safe, responsible, and respectful way. Model appropriate use of their own mobile devices.

6. Related Documents

The following CESA/SACCS documents should be read in conjunction with this policy:

- Building Respectful Relationships Policy and associated procedures or guidelines
- Charter for Parents in SA Catholic Schools
- Code of Conduct Policy
- Cyber Security Framework
- Cyber Security Policy



- Cyber Incident Policy and Response Plan
- ICT Acceptable Use Policy
- ICT Acceptable Use Guidelines
- ICT Access Management Policy
- Privacy Policy

The following School documents should be read in conjunction with this policy:

- Camps and Excursions Policy
- Acceptable Use Agreements signed by individual students
- ICT Acceptable Use Policy
- Privacy Policy
- Student Lockers Policy
- Student Mobile Devices Breach Procedure
- Teaching and Learning Policy

7. Review

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