



APPLICABLE TO	All Staff, Students and Parents at St Paul's Catholic College Booragul
DOCUMENT OWNER	Assistant Principal – Community and Wellbeing
APPROVAL DATE	June 27 th 2018
APPROVED BY	Principal
LAST REVIEW DATE/S	June 2018
NEXT REVIEW DATE	January 2019
RELATED DOCUMENTS	Policy for Social Media Procedures for Pastoral Care and Wellbeing 2017 Procedures for Serious Student Misbehaviour 2017 Policy for Anti-Bullying 2017 Complaints and Grievances Resolution Policy 2013 (CSO) Pastoral Care and Wellbeing Policy 2013 (CSO) Attachment: St Paul's Catholic College Staff Survey Results – April 2018

1. Rationale

With the increase in students carrying and using Personal Technology Devices, predominately mobile phones at school, it was deemed desirable and necessary for St Paul's Catholic College to have a specific policy that addressed the use of such devices in classrooms and during school operating hours. A survey was conducted of staff to gather information about whether personal technology devices, specifically mobile phone use, was an issue within classrooms, whether a clearer set of expectations and guidelines was necessary at St Paul's around student use of personal technology devices and whether a whole school approach that followed a "phone(personal technology device) in bag" policy during class time would be supported by staff. A whole school approach and commitment to this policy is required, whereby, staff, students and parents are clear on and agree to follow the policy and procedures outlined below.

2. AIM

- 2.1 To maximise student learning experiences in class.
- 2.2 To provide opportunities for students to experience and develop quality interpersonal relationship skills.
- 2.3 To address the concerns that students are developing addictions around the use of personal technology devices.
- 2.4 To develop an awareness in all students that respect for others in their learning environment is paramount.
- 2.4 To encourage responsible use of personal technology devices.
- 2.5 To avoid the classroom interruptions and behavioural issues that are caused by personal technology devices.
- 2.6 To set social etiquette standards around the use of personal technology devices.
- 2.7 To provide a consistency in policy and procedure across the school that is clearly understood, agreed upon and followed by staff, students and parents.

3. Rights and Responsibilities

Students, Staff and Parents are to adhere to the following expectations about and around the use of Personal Technology Devices

Students

- 3.1 Students have the right to own and carry Personal Technology Devices (PTD) to school.
- 3.2 Students must, at all times, during class time, transition between classes, whole school and sport assemblies, liturgies, study periods, going to the bathroom, have their personal technology devices turned off and securely held IN THEIR BAG.
- 3.3 Students, at times, will be allowed to use their PTD's for educational purpose only. These times will be at the invitation, discretion and supervision of the classroom teacher at the time. Educational purposes include activities such as: calculator use, searching for the definition of a word, taking a photo of work that cannot be completed, filming for classroom tasks, when computer devices are not operational, for engagement with APPS such as Kahoot for educational purposes.
- 3.4 If students are using their PTD's to collect information, record or film other students for educational projects or purposes, once the project has been completed and submitted, all data collected MUST be deleted. This data is NOT, under any circumstances, to be uploaded to any social media sites at any time or shared/forwarded to other students for reasons other than educational purposes. St Paul's Catholic College Cyber Agreement must be followed at all times.
- 3.5 Students are not to take photos/film or sound recordings of staff or students without the express permission of the staff member or student as outlined in the Cyber Agreement code of conduct.
- 3.6 Students have sole responsibility for their PTD's. The school will not accept any responsibility for the damage caused to individual PTD's.
- 3.7 Students are not permitted to carry their PTD's (this includes Apple Watches) into formal examinations. PTD's, during these times, must be turned off and either secured in the student's bag or left with the exam supervisor who will, in turn, take to the office for the duration of the exam. Devices can then be collected at the end of the examination from student administration or a designated teacher.
- 3.8 PTD's are not to be used in senior study lessons.
- 3.9 Students must not use their PTD's to directly contact parents if they are sick, injured or distressed. Students MUST notify a teacher, who will take the necessary care of the student. The student will be escorted to the office where contact will be made with the parent or guardian.
- 3.10 Students are not to make arrangements to leave school, via a phone call or message, without the direct knowledge of a member of staff or office administration.
- 3.11 On school-based field trips students are to adhere to the specific instructions from the supervising teachers on the day about the use of PTD's. Students are encouraged, however, to limit the use of their PTD's on such days and to socialise and develop their interpersonal relationships during these times.

- 3.12 If criminal activity is suspected around the misuse of PTD's, the matter will be referred to police.

Staff

- 3.13 Staff are to model the expectations St Paul's has for their students around the use of PTD's in particular mobile phone usage.
- 3.14 Staff have the right to teach and instruct in a classroom environment which is not interrupted by discipline issues caused by the use of PTD's.
- 3.15 Staff have the discretion to provide permission to their classes or individuals to use a PTD for educational purposes.
- 3.16 Staff who have been informed that a student is sick or distressed, are to allow students to go to the office area where parents will be notified. In the case of illness, the Office Administration Staff will provide the necessary first aid and call a parent/guardian to collect their child. In the case of a child being distressed, the necessary care of that child will take place, in consultation with the relevant Student Coordinator, Leader of Pedagogy, Assistant Principal (Community Wellbeing and/or Teaching and Learning) and/or the Principal. The parents will be notified by a staff member or an office administrator.
- 3.17 If a student is found to be in use of a PTD device during class time, the teacher is to instruct the student that the PTD will be confiscated for the rest of the day. The teacher is to place the PTD in an envelope and label it with the student's name, time/lesson it was confiscated and the name of the teacher who confiscated the PTD. The PTD is to be handed in at Student Administration for storage and collected at the end of the school day(3.10pm). A register of students, whose PTD's are confiscated, will be kept. Repeated misuse will be recorded on Sentral and addressed by LoP's/Student Coordinators/APCW. If a blatant disregard for this policy continues, the student will be banned from carrying any PTD device to school. Parents will be notified of this decision.
- 3.18 If students are belligerent or defiant in complying with the school's policy regarding PTD's the student will be banned from carrying that device to school and parents will be notified.
- 3.19 If criminal activity is suspected around the misuse of a PTD, the matter will be referred to police.

Parents

- 3.20 Are asked to support the college in its attempt to provide classroom environments conducive to maximum learning opportunities.
- 3.21 Are asked NOT to contact their children via any PTD's during class time. Parents are advised to ring the office if contact needs to be made with the child during class time.
- 3.22 If parents need to collect their child/children at any time during the school day, parents MUST contact the school's office so that students can be called from class and the classroom teacher informed of the student's whereabouts.
- 3.23 Are to be aware that if material found on a student's PTD is suspected to be related to criminal activity, the criminal investigation will be conducted by police over which the College will have no control.

Evaluation

Evaluation of this policy needs to be ongoing. With the constant improvement and changes in PTD's and the constant changes in the educational environment staff, student and parent needs will be considered.

Definitions

Personal Technology Device (PTD): includes any Personal Mobile Phone/Personal Communication Device (including Apple Watches) belonging to a student of the College used for the purpose of voice, video, photo or text messages as well as music, gaming, social media and other applications.

The Assistant Principal Community Wellbeing and Teaching and Learning will become involved where a student persistently ignores the mobile phone policy. They will work with the relevant Coordinator and discuss the issue and relevant aggravating and mitigating factors of the student's actions.

The Student Coordinator/Leaders of Pedagogy will follow up instances of refusal to hand over a device or repeated misuse. They will investigate the issue and liaise with the relevant students and their families.

The College Executive (Principal, Assistant Principals, Ministry Coordinator, Administration Coordinator, Elected Staff Representatives) will advise the Principal where relevant on student matters and initiatives

The Principal is responsible for communicating, administering and managing this policy with staff, students and families. The Principal will review the information from the Assistant Principal (or College Executive where relevant) will promote initiatives that promote the pastoral care and wellbeing of students at St Paul's Catholic College.

Legislative/Professional Guidelines