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| APPLICABLE TO | All Staff, Students and Parents at St Paul’s Catholic College Booragul |
| DOCUMENT OWNER | Assistant Principal – Community and Wellbeing |
| APPROVAL DATE | June 27th 2018 |
| APPROVED BY | Principal |
| LAST REVIEW DATE/S | October 2022 |
| NEXT REVIEW DATE | December 2023 |
| RELATED DOCUMENTS | Media Policy 2022  Social Media Acceptable Community Use and Content Policy 2016  Anti-Bullying Policy for Students Policy 2019  Suspension, Expulsion and Exclusion Procedures 2019  Complaints Resolution Policy 2022  Complaints Resolution Diocesan Procedure 2022  Student Wellbeing and Pastoral Care Policy 2022  Students Wellbeing and Pastoral Care Framework 2022  Cyber Safety Agreement |

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**Rationale**

With the increase in students carrying and using Personal Technology Devices, predominately mobile phones and 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.

**Aim**

* 1. To maximise student learning experiences in class.
  2. To provide opportunities for students to experience and develop quality interpersonal relationship skills.
  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.

* 1. To encourage responsible use of personal technology devices.
  2. To avoid the classroom interruptions and behavioural issues that are caused by personal technology devices.
  3. To set social etiquette standards around the use of personal technology devices.
  4. To provide a consistency in policy and procedure across the school that is clearly understood, agreed upon and followed by staff, students and parents.

**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. (Between 8.45am to 3.05pm including Recess, Lunch, Sport and other activities, PTD are not to be used)

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: 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 Smart Watches) into formal examinations or other Summative Assessment Task where the integrity of the task could be comprised. PTD’s, during these times, must be turned off and either secured in the student’s bag or left with the exam supervisor. PTD’s will then be returned to students at the end of the exam.

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 carer.

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.

* 1. 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.
  2. Staff have the discretion to provide permission to their classes or individuals to use a PTD for educational purposes.
  3. 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/carer 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 teacher, staff member, Leader of Wellbeing and Engagement, Leader of Learning, 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.
  4. If a student is found to be in use of a PTD device between 8.45am and 3.05pm the teacher is to instruct the student to take the PTD to the Main Office. The student will be required to place the PTD in an envelope and label it with their name, date, time/lesson and teacher teaching the lesson. The PDT is to be left at Main Office for storage and collected at the end of the school day(3.05pm). A register of students, whose PTD’s are confiscated, will be kept. Repeated misuse will be recorded on Compass and addressed by LoL’s/LoWE’s/APCW/APTL. Students who demonstrate a pattern of not complying with the PTD Policy will be required to hand the PTD in at Main Office before 8.45am and collect at 3.05pm. Students would be expected to hand phone in for 5 school days. The details will be recorded on Compass and LoWE’s will oversee this process and parents / carers will be notified of this decision.
  5. Students not complying with a reasonable request of a teacher in relation to the PTD Policy will generally be issued with a Wednesday Afternoon Detention. Students who the school believes are defiant, argumentative, or belligerent when challenged about not complying with the PTD Policy could be suspended. If the challenging behaviours continues the school could advise the parent / carer the student is not to bring their PTD to school.
  6. If criminal activity is suspected around the misuse of a PTD, the matter will be referred to police.

**Parents / Carers**

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 Smart Watches) and Earphones 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 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) and will promote initiatives that promote the pastoral care and wellbeing of students at St Paul’s Catholic College.

**The Assistant Principal Community Wellbeing and Teaching and Learning** will become involved where a student persistently ignores the PTD policy. They will work with the relevant middle leaders (LoWE / LOL) and discuss the issue and relevant aggravating and mitigating factors of the student’s actions.

**The Leaders of Wellbeing and Engagement/Leaders of Learning** 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.

**Questions and Answers:**

The following questions and answers were developed to assist students, families and staff with the implementation of the PTD Policy.

**Do I have to have my PTD turned off between 8.45am to 3.05pm?**

Yes, this is the expectation of the St Paul’s Personal Technology Device Policy. The only exceptions are:

* If you are a Year 11 and 12 student and you are in the Senior Area and Holland Court at recess or lunch only.
* A teacher gives permission for you to use your PTD for educational purposes.
* A student asks a teacher if they could use their PTD to take a picture of work in class. If the teacher agrees then this would be an acceptable reason for a student to use their mobile phone.

**Can Year 11 and 12 use their mobile phones and devices?**

Yes, the Year 11 and 12 students can use their mobile phones and devices, but **only** when they are in the Senior Area and Holland Court at recess or lunch. Year 11 and 12 students will be required to pay at the Canteen with a debit card or cash.

**Can students use their PTD to pay at the Canteen?**

No, students will be required to pay with either cash or a debit card. PTD’s are not to be used between 8.45am and 3.05pm.

**Parents and Carers have instructed their child to call / text them if they are unwell or if they are having problems at school.**

Students who are unwell are to report to Main Office so they can be cared for and observed if they are unwell. Parents and Carers will be contacted. If a student is having problems at school, they are to report their concerns to a teacher or report to the Hub or Main Office. If required, parents / carers will be contacted.

**Can a student who asks to go to the toilet or leave the classroom during a lesson be asked to leave their PTD with the teacher in the classroom?**

Yes, this is a reasonable request from a teacher, to support the implementation of the St Paul’s Personal Technology Device Policy.

**A student states they need their PTD to check their timetable?**

The following strategies are available to the students regarding access to their timetable:

* Changes to timetables are visible to students from around 7.30am each morning on Compass.
* Students will be issued with a paper copy of their timetable at the start of 2023.
* Students can access their timetable on their Laptop. Students will be required to take their laptop into Care Group to check their Timetable.
* Students can check their Timetable on their Laptop towards the end of the current lesson for following lesson.

**Are earphones / buds included in the St Paul’s PTD Policy?**

Yes, earphones / buds are a covered as part of the policy. They are considered a device. The expectation is they are not seen or used from 8.45am to 3.05pm, unless a teacher gives permission for educational purposes.

Year 11 and 12 students can use earphones / buds in the Senior Area and Holland Court at recess or lunch.

**Students with Diabetes**

Students who use their mobile phone to monitor their diabetic levels will be still able to do so. These students will be issued with a card to indicate they are allowed to have access to their phone for this purpose only.

**Are students allowed to use their Laptop at recess and lunch in the Library to complete schoolwork?**

Yes, Laptops can be used in the Library at recess and lunch to complete schoolwork. The student is to advise the teacher they are completing schoolwork.

**Are students allowed to use their Laptop at recess and lunch for activities like listening to music, watching videos, gaming, social media etc in the playground?**

No, Laptops are not to be used in the playground at recess and lunch for these types of activities. Students wanting to complete schoolwork are to go to the Library.

**Are students allowed to use their Laptop at recess and lunch for activities like, listening to music, watching videos, gaming, social media etc in the Library?**

No, Laptops are not to be used in the Library at recess and lunch for these types of activities.

**A student needs to synch their mobile phone and Laptop as they have completed schoolwork on their mobile phone at home. Can students undertake this task at school?**

Yes, a student can undertake this task at school before school in the Library.

**A student has a part-time job and sometimes their supervisors contact them throughout the day to see if they can come to work in the afternoon. How can students be supported so they do not miss out on these part-time shifts?**

* Year 11 and 12 can communicate with their supervisors at recess and lunch in the Senior Area and Holland Court.
* A student in Year 7 - 10 can go to the Hub and ask a LoWE to oversee the checking for shifts.
* Students can advise their supervisor at work they generally don’t have access to their mobile phone during school hours.

**The following process will be put in place for students who choose not to follow the expectations regarding PTD:**

* **1st incident of no-compliance** - the student will be directed by the teacher to hand their PTD to the Main Office and collect at the end of the day.
* **2nd incident of no-compliance** - the student will be directed by the teacher to hand their PTD to the Main Office and collect at the end of the day.
* **3rd incident of no-compliance** - the student will be directed by the teacher to hand their PTD to the Main Office and collect at the end of the day. The student will be issued with a Wednesday Afternoon Detention.
* **4th incident of no-compliance** - the student will be directed by the teacher to hand their PTD to the Main Office and collect at the end of the day.
* **5th incident of no-compliance** - the student will be directed by the teacher to hand their PTD to the Main Office and collect at the end of the day.
* **6th incident of no-compliance** - the student will be directed by the teacher to hand their PTD to the Main Office and collect at the end of the day. The student will be issued with a Wednesday Afternoon Detention, and they will be required to hand their PTD into the Main office for the next FIVE school days.