



Definitions

“Mobile digital devices” are hand-held electronic devices that can generate, receive, store, process and send digital information, including photos and videos. Under this procedure, mobile digital devices include smartphones, smartwatches and mobile tablets but not Chromebooks or laptops. (Carr-Gregg, 2018). This procedure makes a distinction between personal use devices that often have independent internet connectivity which bypasses the school internet filter and devices that are provided by the school and or authorised by the school as part of teacher-directed educational activities.

Rationale/Background

Mobile digital devices are an important communication medium and have significant benefits for use in the broader community. Some of the benefits include:

- Aids to wellbeing
- Connection to peer networks and communities of interest
- Personal safety
- Digital literacy
- Access to information
- Communication benefits

(Carr-Gregg, 2018)

However, research has found that “Mobile digital device use in schools has the potential to disrupt student wellbeing and affect the education of the ‘whole child” (Griffiths & Williams, 2018). In particular, some of the significant risks and harms of mobile digital devices include:

- Distraction from school work
- Impediment to good physical health
- Negative impact on mental health
- Decreased face-to face social interaction
- Exposure to inappropriate material
- Cyberbullying

(Griffiths & Williams, 2018)

Policy

- Students are not to use mobile digital devices on school grounds during school hours, this includes during lesson times, recess, lunchtime, in between lessons, during after-school activities and during optional workbacks in the Library and Learning Enrichment Centre. The only exception is if a mobile digital device is used for contactless payment on school premises.
 - School grounds extends to school excursions, sports carnivals and other events off the school site, where an approved school activity takes place.
- Head/earphones can only be used in the school as an educational device and are not permitted for recreational music. They are consequently banned both inside and outside the classrooms/learning areas. The discretion for their use for a learning activity or task rests with the teacher.



- If a student chooses to bring their mobile digital device(s) to school, the mobile digital device(s) must be on silent, locked in the student's locker and must not be accessed during school hours.
 - At Marcellin Campus school hours are between 8.40am - 1.25pm (Monday) and 8.40am-3.30pm (Tuesday to Friday).
 - At Champagnat Campus, school hours are between 8.35am – 2.30pm (Monday) and 8.35am – 3.20pm (Tuesday to Friday)
 - In addition to the times listed above, school hours also includes after-school detentions and optional workbacks in the Library and Learning Enrichment Centre.
- Mobile digital devices are brought to College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the mobile digital device.
- Students are discouraged from using their mobile digital devices whilst walking or riding to and from the College. There are significant safety risks associated with walking and riding whilst texting, messaging, being on the internet or listening to music with earbuds or headphones.
- Students are reminded that when mobile digital devices are used outside of school hours they must be used in a manner consistent with the College's Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies.
- Normally, a parent should not communicate with their child during school hours. In the event of an emergency, parents are requested to contact the College Receptions, advise them of the nature of the emergency and staff members will facilitate communications with their child. Parents should be aware that calls or messages to their child's mobile device will not be accessed until the end of the school day.

Procedures

1. Students who choose to use their mobile digital devices for any reason will first be issued with a warning. Teacher will record the breach of procedure on SEQTA.
2. Students who choose to use their mobile digital device for any reason a second time within a calendar year will receive an after school behavioural detention. Teacher will check on SEQTA to confirm that it is the second breach of procedure. Students are required to give the mobile digital device to a staff member and it will be securely stored in the Student Services Office for the remainder of the day. Head of House will issue an after school behavioural detention. Teacher will record the breach of procedure on SEQTA.
3. Students who choose to use their mobile digital device for any reason on more than two occasions within a calendar year will receive a Saturday morning detention. Teacher will check on SEQTA to confirm that it is the third or more breach of procedure. Students are required to give the mobile digital device to a staff member and it will be securely stored in the Student Services Office for the remainder of the day. Teacher will record the breach of procedure on SEQTA. Head of House will issue a Saturday morning detention. Further repeated uses of mobile digital devices in a calendar year will result in further interventions including repeated Saturday detentions and parent meetings.
4. Exemptions to this policy for medical purposes maybe given after direct negotiation between parent/carer and the Director of Students.
5. At times, teachers may require students to bring their mobile phones to classes for a learning activity. At the conclusion of the learning activity, phones are to be placed in a box at the front of the room. When this is the case, students need to return the phones to their lockers at the end of the lesson.

Teaching Staff Responsibilities

All teaching staff are responsible to:

- Model appropriate behaviour at all times
- Ensure all students are provided with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- Ensure mobile digital devices and head/earphones are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile digital device use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile digital device use that they observe or is reported to them, is recorded appropriately on SEQTA.

Implementation

This policy is implemented through a combination of:

- Consultation with students, staff and parents.
- Staff training;
- Student ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile digital device usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

References

Carr-Gregg, M (2018), "Review into the non-educational use of mobile devices in NSW schools – report" accessed 30 March 2019 from:

<https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools>

Griffiths, K & Williams, M, (2018), "Literature review – Impact of mobile digital devices in schools", Centre for Education Statistics and Evaluation, accessed 30 March 2019 from

<https://education.nsw.gov.au/about-us/strategies-and-reports/media/documents/mobile-device-literature-review.pdf>.

Policy Title	Mobile Digital Device Policy
Ratified by Executive and College Council	May 2019
Policy due for review	May 2021