



Sacred Heart
College
GEELONG

MOBILE DEVICES POLICY

Rationale

As a Catholic learning community in the Mercy tradition, Sacred Heart College is committed to ensuring all students engage meaningfully in their learning, build a sense of hospitality and compassion, and create respectful relationships within the school community.

While technology can provide many opportunities for communication and learning there are growing concerns about the relationship between excessive usage and its impacts on learning and wellbeing for adolescents.

Sacred Heart College advocates for safe and responsible digital citizenship, and prioritises student safety and wellbeing and the development of social skills and positive behaviour. As a learning community our role is to educate students in the responsible use of technology so that our students are able to:

- Build relationships and community by increasing face-to-face interactions and physical activity during breaks.
- Enhance learning through full engagement in classrooms.
- Develop capacity for empowerment and self-regulation.
- Build a culture of present moment awareness.

Policy Coverage

This policy provides guidance for workplace participants and families, and applies to students.



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Definitions

Mobile device: Any hand-held digital device including but not limited to smart phones, tablets, mp3 players, radios, and smart watches.

Workplace participants: All College employees, contractors, consultants, students on placement and volunteers (hereafter referred to as Workplace Participants), both inside and outside of the workplace.

Policy Statement

The College aims to build digital citizenship through the delivery of educational programs and the establishment of guidelines around the responsible use of technology for life. On enrolment at SHC, and in Year 9, all students will complete a Digital Citizenship licence as well as participate in various age specific programs that explore safe, responsible digital usage. Digital Technology workshops focusing on current research and practices, are also provided for families.

In order to create healthy habits and build self-regulation in the use of technology:

1. Mobile devices are only to be used as a learning tool during scheduled class times at the request of a staff member. At all other times during school hours, mobile devices should be switched off and placed in students' locked lockers.
2. Headphones of any kind can only be worn in class as directed by workplace participants or during self-directed learning periods.
3. Mobile devices should not be brought to school activities such as excursions, camps and College sports or celebration days unless alternative arrangements have been made with the appropriate staff member(s).
4. Mobile devices may not be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to others.
5. Mobile devices may be used when purchasing food from the College canteen but must be returned to lockers immediately after the purchase.

Roles and Responsibilities

Workplace Participants:



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- All workplace participants have a responsibility to acquaint themselves with this policy, be proactive in implementing these expectations, and model best practice in their own use of personal mobile devices.
- All teaching staff will, at the start of each semester, state whether mobile devices are permitted in their class.

Families:

- Families are expected to actively support and implement the College's mobile devices policy.

Students:

- Students have a responsibility to acquaint themselves with this policy and adhere to the expectations outlined within.
- Students also need to acquaint themselves with the SHC ICT policy and adhere to the expectations regarding the unsanctioned recording of staff and students.

Exceptions

Students with a documented medical condition or certain family circumstances that require immediate contact, may require special permission to be granted for an exception to this policy. Permission will be noted on the student's school records.

Where there is an exception, the student is to use the mobile device only for the purpose for which it was granted as described on Compass.

Protocol and Accountability

In order to build responsible habits, students who choose to use their mobile devices in a way other than as outlined in this policy will be respectfully challenged, the benefits of device free time will be reiterated, and students will be asked to hand their device to a workplace participant and/or remove headphones. Mobile devices will be stored in a secure place until the end of the school day and families will be notified. A Compass chronicle entry with points will also be entered.

A second occurrence will result in the student handing in their mobile device each day during school hours for one week. Should there be a third occurrence, the student will hand their mobile device each day for the remainder of the term. The student may be enrolled in an additional one-hour digital citizenship workshop.



The College accepts no responsibility for lost, stolen or damaged mobile devices whilst on College grounds or at College events held off campus.

In order to facilitate communication between home and school, students may check phones briefly at their locker at the start of recess and/or lunchtime.

Related Documents and References

Department of Education: Students Using Mobile Phones Policy

SHC: Student ICT Policy



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Document Control

Date presented at Advisory Council Meeting and approved on: 28 March 2024

Name: Anna Negro, Principal

Signature:



Date presented at Advisory Council Meeting: 27 March 2024

Sponsor: Deputy Principal - Student Engagement, Development and Empowerment

Person responsible for implementation: Principal

REVIEW PROCESS:

Date presented at Advisory Council Meeting:

Reviewed by:

- School Committee: CLT /Digital Citizenship Team
- Sub Committee of the College Council: Wellbeing
- Student Leadership House Focus Team: Digital Ambassadors and College Captains

Person responsible for implementation: Director of Communications

Location checklist: Hub>Site Admin Compass(Families/Students) Website

VERSION HISTORY

Version	Date approved	Next review
1.0	Nov 2019 (creation)	2020
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