

MOBILE PHONE POLICY



PREAMBLE

St Columba College accepts that the use of mobile phones is a part of normal technology. We recognise that for some students and families mobile phones provide security and may be needed for emergency contact after a student has left the College environment. With this in mind, it is obvious that there need be clearly articulated protocols in relation to appropriate usage of mobile phones. This policy seeks to provide student users of mobile phones with operational expectations while at the College and while on excursions or at College functions.

1. Aims

- Clearly articulate expectations for the use of mobile phones during normal school hours at the College.
- Provide students with sensible information and protocols for mobile phone use.
- Help students to understand their responsibilities in relation to mobile phone use.

2. Role of the College Council

- Review the Mobile Phone Policy on a regular basis.
- Provide any necessary resources to ensure that the policy is effective.

3. Role of the Principal

- Ensure that the Mobile Phone Policy is highlighted within the College community.
- Work with senior staff to implement the procedures associated with the Policy.
- Liaise with students, parents and staff if there is serious misuse of mobile phones within the College environment.

4. Role of the Heads of Section/Pastoral Care Coordinators

- Implement the Mobile Phone Policy.
- Ensure that staff and students are aware of policy guidelines.
- Support staff in the implementation of the policy.

5. Role of Staff

- Ensure that students understand the expectations of the policy and the consequences for the misuse of mobile phones.
- Discuss with students the responsible use of a mobile phone, especially in relation to using it as a device for bullying and harassment.
- Follow up students who are not acting in accordance with the policy.

6. Role of Students

- Know and abide by the expectations of mobile phone use within the College.
- Act in a responsible manner when using mobile phones.

7. Role of Parents

- Support the College Mobile Phone Policy.
- Instruct children/young people in the correct use of mobile phones.



8. Protocols for Mobile Phones at School

Please note that the College does not accept any responsibility for students' personal property which is brought to the College. Mobile phones that go missing while at the College will not be replaced by the College.

1. Mobile phones are to be turned off when the student arrives at school and remain turned off until they are dismissed from class or after school activities.
2. Students are not to use mobile phones during recess, lunch or any other breaks during the day.
3. Mobile phones are to be kept in the student's locker with an expectation that the locker is locked during the course of the day. Students who do not have a locker need to find an alternative place that they believe is safe for their mobile phone to be stored.
4. Mobile phones are never to be used to send messages of a bullying and harassing nature via SMS to other students or staff. Serious consequences will apply if a student chooses to act in an inappropriate manner.
5. Mobile phones are never to be used to photograph/video other students or a staff member during the course of the day, before or after school. Should a photo/video be taken of a student or staff member, forwarding that photo/video to another person or persons will be seen as a serious breach of privacy and as such serious consequences will apply.

NB: If a parent wants to make contact with their child/young person during the course of the day, or the child needs to contact their parent, the College office needs to be contacted and a message left with the operator who will ensure that the message is given to the student/parent. In a case of extreme emergency the College will do its best to get the student to the phone as quickly as possible.

9. Consequences for Misuse of Mobile Phones

- Generally, any breach of the mobile phone protocols will result immediately in the normal Behaviour Management procedures being implemented and confiscation of the phone until the end of the day when the student is expected to collect it from the Head of Section.
- Should a situation emerge where a student has been involved in photographing/videoing another student or staff member, or sending a bullying or harassing message via SMS, serious implications will apply including possible suspension and, in extreme or repeated cases, termination of a student's enrolment at the College.
- If a student is involved in sending an image or video of a student or staff member to a third person or publishing it in some way without the person's knowledge termination of the student's enrolment is the likely outcome and, if deemed appropriate, legal proceedings may be entered into.