



St John Fisher College

BRACKEN RIDGE

*goodness • knowledge • discipline*

# SMART DEVICE POLICY



## Introduction

St John Fisher College has established the following Acceptable Use Policy for SMART Devices and mobile phones while on campus. No, SMART/Bluetooth device or mobile phone is to be visible or used/heard while students are on College grounds, unless in the designated mobile phone use areas before or after school. This policy applies to **all** school-related activities.

### ***This Policy:***

- ***Proactively manages the use of mobile phone/SMART devices during the school day,***
- ***Ensures that mobile phone/SMART device usage does not have undesirable effects on any aspect of a student's school life,***
- ***Provides clear guidelines and responsibilities of students, staff and parents/carers.***
- ***Promotes acceptable mobile phone/SMART Device usage.***
- ***Contributes positively to the wellbeing of the College community.***

This Policy is to ensure that wellbeing and learning is a focus while attending St John Fisher College.

## Rationale

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. This Policy ensures that mobile phone/SMART device use during school hours is managed in a consistent way to maximise learning.

## Definitions

**SMART device:** a SMART device (also known as a wireless phone, cell phone or cellular telephone) is an electronic device, generally connected to other devices or networks via different protocols such as Bluetooth, NFC, WiFi, 3G, etc., that can operate to some extent interactively and autonomously.

Common examples of SMART devices are mobiles, smart watches, Fitbits, which can send and receive messages, capture photos, etc.

## Responsibilities

The College accepts no responsibility for the security of mobile phones/SMART devices while at school, or while travelling to and from school.

Students have the responsibility of ensuring that their mobile phone/SMART device is kept safe. Students who bring these devices to school are advised that they should be secured, turned off, out of sight, locked in a locker or handed in at the Office.

When emergencies occur, parents/carers can reach their child by calling the College (07) 3269 8188.

## Rules and Regulations

- Using a mobile phone/SMART device to bully or threaten other students is unacceptable and will not be tolerated – in some cases it may constitute criminal behaviour.
- The mobile phone must be turned off as soon as the student enters the College grounds unless in the designated mobile phone use areas (mobile phone use in this area is only before or after school).
- Mobile phones are to be turned off during school hours and kept in lockers and not on the person.
- If using the phone in the designated mobile phone use areas before or after school (bus shelter and parent pick up area outside the Sports Centre), students are only to use these to message or make a brief phone call. No social media or filming is permitted.

- Students are not permitted to use phones/SMART devices on excursions or while representing the College at events unless directed by staff. If a student needs to contact a parent/carer they need to speak to a teacher/supervisor to ask permission.
- Mobile phones/SMART devices are not permitted on camps/reflection days.
- Mobile phones/SMART devices are not to be used to make payments at the Tuckshop or Maggie's Cafe. Students should only use cash or card and will need to make sure they have enough money in their account before entering the College grounds.
- If students need to make contact with a parent/carer they can do this via Student Reception.
- If parents/carers need to make contact with a student, they should also do this via the College Reception.
- Students must not take mobile phones/SMART devices into examination rooms.
- Mobile phones/SMART devices are not to be used in change rooms or the bathrooms.
- The use of mobile phones/SMART devices in a whole-school emergency/lockdown evacuation is forbidden for safety reasons.
- AirPods or other Bluetooth headphones are not to be used within the College grounds. If headphones are required in class, wired headphones are to be used.




### **Use of mobile phones during and outside school hours**

- Any students who use vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- Students with a mobile phone/SMART device may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, phone apps and phone calls.
- Students using a mobile phone/SMART device to bully other students will face disciplinary action according to the College Student Behaviour Support Plan Policy.
- Mobile phones/SMART devices which are found in the College, should be handed in at Student Reception, if the owner cannot be located..
- Mobile phones may be used in exceptional circumstances when required during a class- approved activity. In such instances, the teacher will liaise with the Curriculum Leader and notify all staff members of the use of the mobile phone/SMART device by students in that lesson.

## **Consequences**

- If a student uses a mobile phone/SMART device in class or in the College grounds without permission, the student will be asked to hand in their mobile phone at Student Reception. College staff will call Student Reception and let them know the student is on the way to do this.
- Students who refuse to hand in their mobile phone/SMART device will have a House Dean/AP contact the parent/carer to collect the student from the College.
- Confiscated mobile phones/SMART devices will be placed in an envelope clearly labelled with the student's name/date and signed into Student Reception. Student Reception will add the student's name to the Mobile Phone/SMART device Registry.
- Students found to be in possession of a mobile phone/SMART device during an exam or assessment may be in breach of exam security and results may be forfeited.
- If a student refuses to hand in the mobile phone/SMART Device during any of the levels/steps below, the parent/carer will be contacted to collect the student from the College.

***If a student is in breach of the Acceptable Use Policy for SMART Devices and Mobile Phones, the following consequences will apply:***

<p><b>LEVEL 1</b> 1<sup>st</sup> Infringement</p>	<ul style="list-style-type: none"> <li>• Student takes device (switched off) to Student Reception. Confiscating staff member contacts Student Reception at earliest convenience to ensure item arrives. Device is placed in clearly marked envelope.</li> <li>• Device remains at Student Reception until 3:00pm when student can collect it.</li> <li>• <b>Device is checked in before PC and out after 3pm at Student Reception for one week.</b></li> <li>• Student Reception records in Infringement spreadsheet – HD to check each morning.</li> <li>• Office emails parent/carer to notify of the infringement</li> <li>• Teacher records Incident in Engage (“Technology Violation”) and Lunchtime HAT Party.</li> <li>• Student Reception informs HD if phone is not handed in. HD emails parent/carer.</li> </ul>
	
<p><b>LEVEL 2</b> 2<sup>nd</sup> Infringement</p>	<ul style="list-style-type: none"> <li>• Student takes device (switched off) to Student Reception. Confiscating staff member contacts Student Reception at earliest convenience to ensure item arrives. Device is placed in a clearly marked envelope.</li> <li>• Device remains in Student Reception until 3pm. <b>HD to contact parent/carer to arrange a meeting within 24hours.</b></li> <li>• <b>Device to be handed into Student Reception each morning before PC and collected after 3pm for the remainder of the term.</b></li> <li>• Student Reception emails House Dean and records in Infringement spreadsheet</li> <li>• HD calls parent/carer, emails AP and records Incident in Engage (“Technology Violation”)</li> <li>• <b>Meeting with House Dean/ parent/carer and after-school community service.</b></li> <li>• Student Reception informs HD if phone is not handed in. HD emails parent/carer.</li> </ul>
	
<p><b>LEVEL 3</b> 3<sup>rd</sup> Infringement</p>	<ul style="list-style-type: none"> <li>• Student takes device (switched off) to Student Reception. Confiscating staff member to contact Student Reception at earliest convenience to ensure item arrives. Device is placed in a clearly marked envelope.</li> <li>• Device remains in Student Reception until parent/carer collects it.</li> <li>• <b>Device to be handed into Student Reception for a minimum of 10 school weeks – to be handed in each morning before PC and collected after 3pm</b></li> <li>• Student Reception emails AP and HD and records in Infringement spreadsheet</li> <li>• AP calls parent/carer, emails Principal and records Incident in Engage (“Technology Violation”)</li> <li>• <b>Meeting with Assistant Principal/ parent/carer and suspension.</b></li> </ul>
	
<p><b>LEVEL 4</b> 4<sup>th</sup> Infringement</p>	<ul style="list-style-type: none"> <li>• Student takes device (switched off) to Student Reception. Confiscating staff member contacts Student Reception at earliest convenience to ensure item arrives.</li> <li>• Device remains in Student Reception until parent collects it.</li> <li>• <b>Device is not to be brought to school for the remainder of the term.</b></li> <li>• Student Reception emails HD and records in Infringement spreadsheet</li> <li>• AP calls parent/carer, emails Principal/ AP and records Incident in Engage (“Technology Violation”).</li> </ul>

# Technology Infringement Procedure FAQs

## What is considered “technology” in this procedure?

- A phone (smart phone or other)
- Any smart watch
- Air pods or wireless headphones

## When CAN I use my phone?

- No students are permitted to use their phone on College grounds. Phones should not be seen, heard or used while on school grounds.
- You are able to use your phone for school/ class activities if required/ approved by your teacher. All staff will be notified of these specific activities.
- Before or after school hours in the designated areas to contact a parent/carer via phone call or text message. This should only be very brief.

## When CAN'T I use my phone?

- While on College grounds unless a teacher has spoken to their Curriculum Leader and emailed all staff notifying them of when the phone will be used during the class time.
- While representing the college at any event unless a teacher/supervisor gives you permission.
- While on school camp.
- On any school excursion unless teacher has given permission.

## What if I have a phone taken off me one day and a smart watch the next?

- After your first technology violation, your next one is considered a second violation, regardless of whether or not it is a different device.

## Can I use my phone to pay for food at the Tuckshop or Maggie's Café?

- No, food at the Tuckshop and Maggie's Café can only be purchased by card or cash.

## Can I use my phone when I am in exam block?

- No, the same procedure applies to all students on campus, including students on campus in exam block. Students on exam block can only use their phone once outside the College grounds.

## What will happen if I don't take my device to Student Reception when requested by a staff member?

- Your parent/carer will be contacted by your House Dean to collect you from school.

## Will my phone infringement level re-set at the start of each term?

- Whatever level of infringement you were at in the previous term, you will start at this level for the following term.
- If you had already reached Level 4 in the previous term you will be required to meet with the Assistant Principal/ Principal for any following infringement/s.
- Technology Infringements are re-set at the start of each school year.

## What will I notice when this procedure is followed by the whole College?

- You will concentrate more as you will not be distracted by your phone.
- Because no one will be using phones at school, you will talk to your peers more.
- You will enjoy the time you have on your phone outside school hours.
- Your wellbeing will benefit.
- Your phone battery will last longer.