



ELECTRONIC DEVICES POLICY | 2017

RATIONALE

The College is committed to developing the students' social and interpersonal skills. The inherent need to develop healthy and positive relationships is grounded firmly upon the Mercy values of respect, compassion, hospitality, courage, service, and justice. As such, this policy encourages the students to interact in a personal and sincere way.

STATEMENT OF PURPOSE

The Electronic Devices Policy seeks to:

- Promote healthy and positive relationships
- Encourage open and honest communication
- Reduce the reliance upon technology as a means of communication
- Develop the students' interpersonal and social skills

GUIDELINES

Students may bring electronic devices such as Mobile/smart Phones, Cameras or iPods to the College. However, they do so at their own risk and the device must be kept in the student's locker or on their person at all times. They should either be switched off or on silent. The College will accept no responsibility for loss of or damage to these devices brought to the College by students.

Students should not have their phones out from the first bell at 8.35am until the final bell for the day at 3.15pm.

AT SCHOOL:

In the Yard

These devices, coupled with laptops, may not be used at any time whilst on the College grounds during recess and lunch breaks. They should be **unseen and unheard**.

In the classroom

Subject teachers have the discretion to grant permission for students to use a Mobile/Smart Phone, Camera or iPod for educational purposes. If the device is to be used outside the classroom then the student is required to have a note from the subject teacher.

Mobile phones may not be used in homeroom at any time.

Urgent calls to home

Students are to approach their relevant Wellbeing Leader to ask for permission to call their parent/guardian. Should their Wellbeing Leader be unavailable, the student is to come to the Main Reception (Flynn building) and speak to the College Receptionist for permission to use the phone

to contact their parents; this call is to be made whilst in Main Reception or the Interview Room (if available).

Students who experience sickness enough that they need to contact home, may go to Student Reception and make a phone call under the direction of the First Aid Officer.

On Excursion

These devices can be taken on excursions but should only be used under the directions of supervising teachers or in the case of emergency.

On Camp

These devices are not to be taken on College Camps. Emergency contact details will be made available to parents prior to leaving for the camp.

N.B. Students may not use the phones to take photographs or videos of teachers or any other students at any time.

If a student is found to be acting in breach of the above policy the following will apply:

Staff Member

1st Breach: The phone will be confiscated and given to the Deputy Principal or authorized representative. Inform the student that they are to report to the Main Reception at the end of the school day and ask to speak to the Deputy Principal. The phone will be returned at the end of the day after the student has signed for it.

2nd Breach: The device is to be confiscated and given to the Deputy Principal who will keep it in a secure location until it is returned to the student at the end of the day. A detention will be issued for a second offence.

3rd Breach: **The phone is confiscated and will not be returned until a parent/guardian comes to the College to collect. A detention will be issued and a parent interview will ensue.**

N.B. **Should a student consistently breach College policy, they will be required to sign their phone in each day to Main Reception and collect at the end of the day.**

Revision History

Version	Author	Description of Changes	Release Date	Review Date
2	Paul Finneran	Electronic devices will no longer be permitted for use during designated breaks. Consequences streamlined	March 2017	December 2018