

Mobile Phone and Digital Technology Policy

Rationale

At OLSH College we are Heart people who Reverence Relationships. We believe in the dignity of every human person. We are called to live the OLSH spirit by making an effort to build and support community.

Our Mobile Phone and Digital Technology policy will

- Empower students to switch on to their learning
- Acknowledge the importance of face to face communication for social development
- Nurture the continual development of the whole person as a cornerstone of education in the OLSH Tradition
- Reflect the changes in use of digital technology
- Encourage students to be responsible users of digital technology

Definition

For the purpose of this document a

- mobile communication device includes: mobile phone, iPod, iPad, tablet, laptop, smart watches
- mobile phone- is a telephone with access to cellular system, with or without a physical connection to a network (Victorian Government Education and Training)

General Principles

Students are reminded that the following principles apply to mobile communication devices and their use.

Mobile Phones

1. Students who choose to bring mobile phones to school must have them **switched off and locked in their locker during school hours: 8.35am – 3.20pm**
2. Mobile phones are considered valuable items and are brought to school at the student's risk. OLSH College assumes no liability or responsibility for loss, damage or theft of any valuable items bought to school by students – this includes Mobile Phones/Devices.
3. Where a student chooses to bring a mobile phone to school, it is expected that the mobile phone is placed in the student locker that is provided. This locker must be locked with the provided lock.
4. The College will provide parents and carers with information about items that will be permitted to be brought to camps, excursions, special activities and events, including mobile phones.

Mobile Phones and Other Electronic Devices

5. Mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals such as recorded music and video players, organisers, dictionaries and computerised watches, during assessments or exams **are not permitted**. (As per VCAA policy)

6. Mobile communication devices (still, video and audio) are not to be used anywhere a normal camera would be considered inappropriate, such as toilets. It is a criminal offence for images to be taken or posted of individuals without their consent.
7. Respectful use of mobile communication technology is an expectation of all members of the OLSH College community. It should be noted that it is a criminal offence to use technology including any form of social media to menace, harass or offend another person.
8. The Acceptable Use Policy for mobile communication devices also applies to students during school excursions, camps and extra-curricular activities.
9. All mobile communication devices remain the sole responsibility of the student. The College accepts no responsibility if they are lost, stolen or damaged whilst on College premises, travelling to or from the College or on College functions.

Inappropriate Usage

The College will implement the following processes should student/s disregard the Mobile Phone and Digital Technology Policy:

1. If a student
 - a. brings a mobile phone to class or is using it during school hours (8.35am-3.15pm)
 - b. uses a phone during recess/lunch or between lessons

The student/s will be required to hand over the phone to the teacher on duty.

The phone will be available for collection by the student from the Deputy Principal Student Wellbeing at the conclusion of the school day.

2. Use of Laptops during recess and lunchtime is only permitted within the Library/Resource Centre or under teacher supervision as required.
3. The general principles above, also apply to students who have study periods, only laptops can be used during these times.
4. Repeated breaches of this policy, will result in a leadership staff member from the College making contact with parents. At this point student phones will then only be available for collection by the student's parent.
5. In the event that a student inappropriately uses her phone it is an expectation that the student will follow the above process and cooperate fully with all teachers and supervising staff.

Parent and Carers' Responsibility

In support of this document parents/carers are asked to refrain from contacting their daughters during school hours using mobile communication devices

In the case of a family emergency, the College Office is the most efficient and effective point of contact. This enables the College to provide the necessary support to students and families.

Exceptions

In certain circumstances there may be a need to permit exceptions to this policy. Such exceptions can be granted by the Principal, Deputy Principal or Head of House. Parents are asked to contact the College to discuss this if required. When an exception is granted, the student use of the mobile phone will be solely for the purpose for which it was granted.