

Personal Electronic Devices Policy



POLICY OBJECTIVE

This policy covers the appropriate use of student Personal Electronic Devices at OLMC Parramatta.

This policy covers the appropriate use by students of personal electronic devices at Our Lady of Mercy College Parramatta. The increased ownership of personal electronic devices, such as mobile phones, requires that OLMC, students and parents/carers take steps to ensure that personal electronic devices are used responsibly.

Personal electronic devices include, but are not limited to, mobile phones, smart watches, fitness watches, tablets, handheld games.

It is acknowledged that mobile phones and other such devices have significant advantages for use in the broader community. This personal electronic devices policy is based on the belief that at OLMC mobile phones are too often a distraction to student learning and engagement in class. Mobile phone use during the day also inhibits the development of interpersonal relationships and allows for unfiltered access to the internet. The removal of access to mobile phones and other devices during the school day lessens the opportunity for online bullying and other inappropriate online behaviour.

N.B. Use of student notebook computers are dealt with under the school's Acceptable Use of Technology Policy.

POLICY STATEMENT

At Our Lady of Mercy College we acknowledge that:

Students may need to be in possession of a personal electronic device, especially a mobile phone, for reasons relating to their safety in travelling to and from school. Students are with parent/carer permission, able to bring a personal electronic device to school.

Expectations:

- Students may not use mobile phones or similar devices while on College grounds from the time a student arrives at school until departing from school at the end of the normal school day. This means no student should be using a personal electronic device from 7:30am (gates open) until after 3:20pm (final bell). This includes before school, during and between classes and at recess and lunch.

- Devices must be on silent or turned off, securely locked in the student's locker and must not be accessed during the school day;
- Students are not permitted to have earphones in their ears at recess or lunch and when walking around the College grounds;
- Please note that 'College grounds' extends to school excursions, sports carnivals, camps/retreats and other events off the school site, where an approved school activity takes place;
- Separately to lessons, student notebook usage is restricted to the Library, Senior Common Room or a space supervised by a teacher;
- Students are not to use their personal electronic device to contact a parent/carer during school hours. All such calls or messages should be made from the Student Centre;
- Contact between students and parents/carers should occur through the Student Centre - 02 8838 1213
- Teachers of students in Year 12 may request them to use an electronic device as a learning tool in class. A decision to use an electronic device will be under the explicit direction and supervision of the classroom teacher and students will be advised in advance of the need to bring their personal electronic device to class.
- To support this policy and the enhancement of student interpersonal relationships during the school day, the use of the notebook computer by students at recess and lunch, is to occur in the library, Senior Common Room for Year 12 or in a space supervised by a teacher. Notebook computers are not to be used by students on College playgrounds during recess or at lunch.

Responsibility:

- Personal electronic devices brought to school by the students are the responsibility of the owner and at the student's own risk;
- OLMC Parramatta will not accept any responsibility for the security, loss or damage of the device while in the student's possession;
- The school will take all reasonable care with the safe keeping of confiscated personal electronic devices but takes no responsibility for the loss or damage of confiscated electronic devices.

Exemptions for medical purposes may be given after direct negotiation between the parent/carer and the Director of Pastoral Care (i.e. Diabetic blood readings).

SUPPORTING PROCEDURES

Consequences per semester:

First Infringement

- Teacher advises student that the mobile phone or other device is being confiscated for the remainder of the day;
- Confiscation logged by the teacher on Synergetic;
- Confiscated personal electronic device held securely at the Student Centre;
- Student to collect the confiscated personal electronic device at the end of the school day from the Director of Pastoral Care or their delegate.

Second Infringement

- As per first infringement;
- Student to collect the confiscated personal electronic device at the end of the school day from the Director of Pastoral Care or their delegate;
- Student also collects a written notification addressed to the parent/carer;
- Student is to return a signed acknowledgement slip to the Director of Pastoral Care the next morning.

Third Infringement

- As per second infringement;
- Parent/carer is required to collect the personal electronic device from the Student Centre during school hours 8:00am - 4:00pm;
- Student will be issued with a 3:25pm - 4:25pm in-school community service notice.

Fourth Infringement

- As per third infringement;
- Parent/carer is required to collect the personal electronic device from the Student Centre during school hours 8:00am - 4:00pm;
- Parent/carer interview with the Deputy Principal;
- Student is placed on an in-school suspension for continued non-compliance with the policy.

Any further infringement

- Parent/carer interview with the Principal.
- At the Principal's discretion, the student is placed on an external school suspension for continued non-compliance with the policy

Please note

School-based student management policies will be implemented in the following circumstances:

- In the case of refusal to follow a teacher directive to hand over the device;
- In the case of bullying, harassment or threatening behaviours.

ROLES

Students:

- Follow the requirements of the policy by not using personal electronic devices at school without permission;
- Ensure mobile phones and other devices are on silent or turned off and securely locked in their locker;
- Are not to use their personal electronic device to contact a parent/carer during school hours. All such calls or messages should be made from the Student Centre. Emergency contact should only be made through the Student Centre;
- Should not use the device to record images, video or sound (unless under explicit teacher instructions);
- Should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material;
- When a teacher confiscates a device due to a breach of this policy, students are to hand over a device when requested without argument. Ensuring the device is turned off at that time;
- Collect the device from the Director of Pastoral Care at the end of the day, or at the time of leaving school.

Parents/carers:

- Support the school in the implementation of this policy;
- Ensure their daughter/s fully understands the policy and its requirements;
- Provide support to the school in the implementation and enforcing of the policy;
- Contact the Student Centre in the event of an emergency or to pass on a message to their daughter;
- Collect a confiscated device from the Student Centre during school hours 8:00am – 4:00pm.

Teachers:

- Support the implementation of this policy;
- Inform students of the personal electronic device policy and supporting procedures;
- Confiscate a personal device if seen or heard during the school day and discuss with the student the proper use of the mobile phone or other device;
- Record student infringements of this policy on Synergetic and inform the House Mentor and House Leader of the infringement via email;
- Place confiscated devices in envelopes provided and fill in the details on the front;
- Take the envelope to the Student Centre as soon as practicable.

Student Centre Staff:

- Accept confiscated personal electronic devices from staff and complete the register;
- Place confiscated personal electronic devices in a secure location;
- Print envelopes to be used for the confiscated personal electronic device with the student's name, date, time and teacher's name (as required);
- Notify a student's parent/carer that they are required to collect their daughter's personal electronic device during school hours 8:00am – 4:00pm after the third confiscation;
- Print a weekly report for House Leaders and the Director of Pastoral Care detailing confiscations of personal electronic devices.

Director of Pastoral Care:

- Review this policy regularly in collaboration with the College Leadership Team;
- Support the school in the implementation of this policy;
- Support staff;
- Returning devices to the student on the first and second offence and to parents/carers on the third and fourth occasion;
- Issue students with an afternoon detention or in-school suspension letter for third and fourth confiscations;
- Consult with the Deputy Principal regarding the consequences for a student who continues to breach this policy.

Leadership Team:

- Approve this policy;
- Support the school in the implementation of this policy;
- Support staff.