

*Version Control*

Version	Approval Date	Details	Approved By	New Review
1	<i>undated</i>	New	School Board	<i>undated</i>
2	16/11/2020	Reviewed	School Board	2023
3	2022	Added info		

## Mobile Digital and Electronic Devices Policy

Mobile digital and electronic devices have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, research has found that “Mobile digital device use in schools has the potential to disrupt student wellbeing and affect the education of the ‘whole child’” (Griffiths & Williams, 2018). In particular, some of the significant risks and harms of mobile digital devices include:

- Distraction from schoolwork
- Impediment to good physical health
- Negative impact on mental health
- Decreased face-to face social interaction
- Exposure to inappropriate material
- Cyberbullying (Griffiths & Williams, 2018)

### Scope

This policy applies to all students of IQRA College.

### Definitions

“Mobile digital devices” are hand-held electronic devices that can generate, receive, store, process and send digital information, including photos and videos. Under this procedure, mobile digital devices include smartphones, smartwatches and mobile tablets.

“Electronic devices” include headphones and earphones.

This procedure makes a distinction between personal use devices that often have independent internet connectivity which bypasses the school internet filter and devices that are provided by the school and or authorised by the school as part of teacher-directed educational activities

### Policy Implementation

- Students are not to use mobile digital devices on school grounds during school hours, this includes during lesson times, recess, lunchtime, in between lessons, during detentions and during optional workbacks in the Library or any areas within the school perimeter.
  - School grounds extends to school excursions, sports days and other events off the school site, where an approved school activity takes place.
- If a student chooses to bring their mobile digital device(s) to school, the mobile digital device(s) must be on silent, switched off and kept in the Discipline Department office and to be collected by your child at the end of the school day.
  - Mobile digital device(s) can only be collected from the Discipline Department office after 3.25pm.
- Mobile digital devices are brought to College at the owner’s own risk. No liability will be accepted by the College in the event of loss, theft or damage of the mobile digital device.
- Students are discouraged from using their mobile digital devices whilst walking or riding to and from the College. There are significant safety risks associated with walking and riding whilst texting, messaging, being on the internet or listening to music with earbuds or headphones.

- Students are reminded that when mobile digital devices are used outside of school hours they must be used in a manner consistent with the Anti-Bullying Policy.
- Normally, a parent should not communicate with their child during school hours. In the event of an emergency, parents are requested to contact the College Receptions, advise them of the nature of the emergency and staff members will facilitate communications with their child. Parents should be aware that calls or messages to their child’s mobile device will not be accessed until the end of the school day.

#### Procedures

<b>1st breach within a calendar year (WARNING)</b>	<ul style="list-style-type: none"> <li>• Mobile phone held at the front office until the end of the day.</li> <li>• Student will sign for the mobile phone at the end of the day at the front office.</li> <li>• Breach of procedure will be recorded on <b>SENTRAL</b>.</li> </ul>
<b>2nd breach within a calendar year</b>	<ul style="list-style-type: none"> <li>• Mobile phone held at the front office until the end of the next day.</li> <li>• Student will need to sign for the mobile phone at the end of the next day at the front office.</li> <li>• Breach of procedure will be recorded on <b>SENTRAL</b>.</li> </ul>
<b>3rd breach within a calendar year</b>	<ul style="list-style-type: none"> <li>• Mobile phone held at the front office until the end of the next day.</li> <li>• A parent or guardian will sign for the mobile phone after a meeting with the student and the Principal or assigned delegate.</li> <li>• Breach of procedure will be recorded on <b>SENTRAL</b>.</li> </ul>
<b>Additional offences within a calendar year</b>	<ul style="list-style-type: none"> <li>• After the 3<sup>rd</sup> offense, mobile phone held at the front office for one week (7 days).</li> <li>• A parent or guardian will sign for the mobile phone after a meeting with the student and Principal.</li> <li>• Breach of procedure will be recorded on <b>SENTRAL</b>.</li> </ul>
<b>Immediate Suspension</b>	<ul style="list-style-type: none"> <li>• In any event when the mobile phone, or other electronic devices are used to record, distribute, display any images or videos of any staff, students, school property/grounds and parents/visitor at any time, it will result in immediate suspension.</li> <li>• Breach of procedure will be recorded on <b>SENTRAL</b>.</li> </ul>

1. Exemptions to this policy for medical purposes maybe given after direct negotiation between parent/carer and the Principal.
2. At times, teachers may require students to bring their mobile phones to classes for a learning activity. At the conclusion of the learning activity, phones are to be placed in a box at the front of the room. The teacher (s) will collect and return all mobiles to the Discipline Department office for this purpose.

#### Teaching Staff Responsibilities

All teaching staff are responsible to:

- Model appropriate behaviour at all times
- Ensure all students are provided with ICT Acceptable User Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- Ensure mobile digital and electronic devices are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile digital device use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile digital device use that they observe or is reported to them, is recorded appropriately on **SENTRAL**



### **Related Documents**

Acceptable User Agreements

Positive Behaviour Policy

Student Wellbeing Policy

Teaching and Learning Policy