



WESLEY COLLEGE

By daring & by doing

POLICY NAME:	Mobile Device Guidelines
POLICY AREA:	Student Welfare
DATE APPROVED:	January 2020
AUTHOR:	Deputy Head
NEXT REVIEW:	January 2022

1. Objective

To outline the expectations and obligations in relation to the use of students' personal mobile phones, smart watches and headphones.

2. Rationale

Students live in an increasingly connected and technology focussed world. As such, the College recognises that mobile phones, laptop computers and other internet and Bluetooth accessible devices are commonly used by our students for personal reasons (social connectedness, entertainment and communication), organisation (timetable, calendar and diary) and learning.

Mobile technology can enhance learning opportunities and experiences; however, it is important that appropriate regulations are implemented and maintained.

The following guidelines look to secure both the safety and privacy of all members of the College community and ensure students and teachers can learn and teach in the classroom environment free from interruptions and unnecessary distractions. Inappropriate use of mobile technologies can present challenges to the College including:

- Interruption of lessons through:
 - The disruption of the learning and teaching environment for others,
 - Distraction to other students, and
 - Potential integrity breaches in examinations and assessments tasks.
- Access to unsuitable material for children.
- Exposure to people or practices that may compromise student safety and welfare.
- Use for social reasons that are not appropriate for the school environment.
- Unapproved or unauthorised capture and/or distribution of still or video images.
- Playing games that compromise student safety, welfare and/or learning.
- Streaming music, movies, sporting games and TV shows during school hours.
- Compromising the security and reputation of the College.

These guidelines acknowledge that there needs to be a degree of differentiation based on the age and stage of students across the College sub-schools.

3. Definitions

College

In the local context, College means the Wesley College campus, buildings, grounds and facilities that belong to or are under the control of the College and adjacent lands when used for College activities. In the wider context, the College includes off campus activities whether partly or wholly under the direction or control of the College such as off campus sports training, away sports fixtures, camps, excursions, interstate and overseas tours and the use of social media. These guidelines must therefore be read in conjunction with other College codes and policies referred to in section 6 of this document.

Duty of Care

Duty of care is a duty to take reasonable measures to protect students against risks of injury that could reasonably have been foreseen. The duty is not to ensure that there is no injury or harm but to take care to prevent foreseeable injury or harm.

Mobile Devices

Refers to mobile phones, laptop computers, tablets, smart watches, headphones and other wearable technologies that can connect to a phone or laptop.

4. Scope

This Policy applies and to and is binding upon all staff, students, parents of the College.

5. Policy Statement

5.1 General Guidelines

5.1.1 Mobile Phones

The following guidelines apply across the different areas of the College:

Junior School

Students are not permitted to use mobile phones during classes, activities or break (recess and lunchtime) times. Any student who brings a phone to school will be required to store it in their bag, with the phone either turned off or on silent. If a parent needs to make contact with their child during the school day, they are to phone the Junior School Administration where a message will be taken and relayed to the student.

Middle and Senior School

The following regulations regarding mobile phone use apply in the Middle and Senior School:

- Phones should be securely stored in a student's locker throughout the school day.
- Mobile phones should never be left unattended in bags or other unsecured areas of the College.
- Phones are not permitted to be used in or around the College grounds before school, at recess or lunchtime.
- Should there be an urgent need for a student to check a message or make a call; this is to be done during recess or lunchtime only. This should occur at the student's locker or with the expressed permission of a staff member.
- Phones can only be used in a classroom or learning environment if permitted by the supervising teacher or staff member. Such use must be for genuine learning reasons only.
- Should a student bring a phone into a classroom for permissible learning reasons, it must be kept on silent and the student will not be permitted to take calls, check messages or use social media.
- Under no circumstances are phones permitted to be brought to Chapel, Assemblies or Mentor (Senior School) meetings/sessions.
- During the Year 8 Katitjin program, the College does allow the use of mobile devices. Further information will be provided at the relevant information sessions.

Boarding

The following regulations regarding mobile phone use apply in the Boarding House for both Middle School and Senior School boarding students:

- Year 7 – 10: Phones, iPads, Smart Watches and any such similar devices will be locked up during the school day and overnight.
- Years 11 – 12: Phones will be placed in the IT cupboard for the duration of first prep. Phones and laptops may also be required for overnight submission under the direction of the YCO, HoB instruction or parent request.
- Mobile phones should never be left unattended in bags or rooms, but in the students lock boxes in their rooms, which are secured with a boarding house issued combination lock.
- Phones are not permitted to be used for gaming and social media within individual student rooms. Any use of this nature must be done in the common areas.
- Should there be an urgent need for a student to check a message or make a call during the times that they do not have access to their phones; this must be done from the front desk.
- Should a student use their phone in an inappropriate manner, it may be, at the discretion of the YCO and/or HOB, locked up in the Boarding safe for a nominated period.
- Electronic devices are not to be used within the dining hall.
- Under no circumstances are phones permitted to be used in Bathroom or other like facilities.
- The timings and requirements for the different year groups concerning the submission of their phones will be displayed clearly in the vicinity of the year storage area.

5.1.2 Headphones

Research indicates that headphones can do irreparable damage to a young person's hearing. Therefore, the College will only occasionally permit or encourage students to use such devices in a teaching and learning context. The purpose should be to enhance a learning activity or during specialist lessons such as media or music. In such cases, responsible use will be encouraged by the supervising teacher.

The use of headphones or earbuds outside of the classroom, during school hours, is not permitted.

5.1.3 Digital Content

The taking, capturing or recording of digital images and/or audio, without permission, is an invasion of personal rights, and possibly the law. Under no circumstances can electronic devices be used to take or distribute digital images or sound without both the expressed permission of the person whose image or voice is being taken, as well as the supervising teacher.

The College reserves the right to take disciplinary action and/ refer matters to external authorities should it believe that a criminal offense may have been committed and/or a child protection concern exists.

5.1.4 Laptop and Tablet Devices

Students have access to a laptop computer/tablet for use at the College for educational purposes. While at school, students are expected to use these devices as directed by staff.

The streaming of music, videos, sporting broadcasts and movies, playing of games, shopping, wagering and internet searches that are not related to learning and teaching may contravene the Student Code of Conduct and related IT use policies.

Any breach may result in a sanction, including a student's device and network privileges being restricted or removed. The College also reserves the right to refer matters to external authorities should it believe that a criminal offense may have been committed and/or a child protection concern exists.

5.1.5 Smart Watches

The wearing and use of smart watches must comply with the aforementioned guidelines.

Further, smart watches may compromise academic integrity, particularly in school based assessment tasks such as tests and exams. As such, the College reserves the right to impose restrictions on the wearing and/or use of smart watches. It may also investigate and act upon any suspected or proven academic policy breaches.

5.2 Security

If a student chooses to bring a personal device onto the College grounds or to a College activity, they do so at their own risk. While the College will take reasonable measures to investigate and rectify the damage or theft of a student's personal device, it will not take responsibility for the repair or replacement of the property.

5.3 Sanctions

5.3.1 Sub-School Sanctions

Following is an overview of the sanctions related to these Guidelines.

Junior School

Should a student breach the aforementioned guidelines, the device will be confiscated from the student and securely stored at Junior School Administration. The device will only be returned directly to the parent or guardian at the end of the school day.

Middle School

Should a student breach the aforementioned guidelines, the device will be confiscated from the student and securely stored at Middle School Administration. The device will be returned directly to the student by the Head of Middle School or Assistant Head of Middle School.

If a student repeatedly breaches the guidelines, the device will be confiscated and held until such time that the student's parent or guardian can collect it. Other sanctions, such as a detention, may be given.

Senior School

Should a student breach the aforementioned guidelines, the device will be confiscated from the student and securely stored in the Senior Studies Centre. The Head of Senior School or Head of Year will return the device directly to the student at the end of the timetabled school day.

A confiscation log will also be maintained. If a student repeatedly breaches the guidelines, the device will be confiscated and held until such time that the student's parent or guardian can collect it. Other sanctions, such as a detention, may be given.

5.3.2 Other Sanctions

The College may also impose other sanctions should it believe that a serious breach of the Student Code of Conduct, Student Behaviour Management Policy or other relevant policies has occurred.

The College also reserves the right to indefinitely confiscate a student's device if it is deemed that the student's use of that device may pose risk or cause harm to another individual and/or the College more broadly.

6. Related Policies

Assessment and Reporting Policy (Middle and Senior School)

Computer Network Use Policy

Social Media Policy and Guidelines

Student Code of Conduct

Student Behaviour Management Policy

Approval / Endorsement Body:	Executive
Policy Portal Access Level:	Public
Communication Process:	SchoolBox notices; Staff and Student briefings
Author / Contact Person:	Deputy Head (Pastoral and Operations)
Relevant Legislation	Criminal Code Act Compilation Act 1913 Criminal Law Amendment (Intimate Images) Act 2018 (WA)