	Topic:	Mobile Phone Policy
	Policy No:	B-3C
	Policy Area:	Education
	Date For Review:	2021

1. Rationale

Mercy College uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, Mercy College will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding mobile phone use.

In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using mobile phone and other internet connected devices. In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

2. Definitions

For the purpose of this program, the word "devices" will include: cell phones and smart phones, smart watches and other devices allowing access to the internet, social media and messaging platforms.

3. Principles

3.1 It is accepted that students have access to communication devices, however students are required to limit their usage to before and after school.

3.2 Some students use their mobile device to access 'paywave' technology at the Canteen and this is acceptable as long as the device is used for this purpose only and is put away immediately afterward.

3.3 Students are not to use their devices to listen to music in class and headphones or earbuds are not to be visible and in fact should be removed when interacting with other members of the community. If devices are used in class or outside of approved times the device is liable to be confiscated and must be retrieved by a parent or guardian.

3.4 Some students undertaking Private Study may listen to music if in an environment where this may aid in limiting external distractions but this is at the teacher's discretion.

3.5 Smart watches, pen readers and the like are specifically prohibited by external authorities in exam situations, for example NAPLAN, OLNA and WACE. During College based assessments such devices are to be put away in a student's pocket and turned to flight mode whilst the assessment is conducted.

3.6 Using personal devices at Mercy College is a privilege. This privilege can be removed if school rules are broken. Many Camps and Excursions will include a 'no mobile device' clause and this should be adhered to.

Students using the school's ICT facilities must not break State or Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy).

3.7 The school has the right to check all written, graphic, audio and other materials created, produced, communicated or accessed on personal devices used by students, including emails. The school also has the right to check all written graphic, audio and other materials created, produced, communicated, stored or accessed where the content relates to the College, students, staff or member of the Mercy College community.

3.8 Students shall be made aware that access to ICT, the Internet and email can expose them to inappropriate material or potential harm.

3.9 Students shall take explicit responsibility when using personal devices by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, and using language appropriate to the school's expectations.

3.10 Lost, Stolen, or Damaged Devices:
- Each user is responsible for his/her own device and should use it responsibly and appropriately. Mercy College takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.
- While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

3.11 Usage Charges:

Mercy College is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

3.12 Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the Mercy College wireless network to access the Internet. Mercy College does not guarantee connectivity or the quality of the connection with personal devices. The Mercy College ICT Department is not responsible for maintaining or troubleshooting student devices.

3.13 Personal devices must be charged prior to school and run on battery power while at   school. Charging of devices will not be permitted at Mercy College. Mercy College takes no responsibility for the battery level of the device

3.14 Devices are to remain on 'silent' and should not disturb a lesson.

3.15 Students are not permitted to use Social Media within school time.

4. Procedures

4.1 Mercy College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use shall not be tolerated under any circumstances and disciplinary action shall be taken against any student who breaches this policy.

4.2 Mercy College shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this policy.

    4.2.1 Acceptable use shall include but is not limited to:
- Recording or copying material pertinent to a specific task as directed by an individual classroom teacher.
- Researching information relating to assignments*
- Gathering specific information about subjects/topics*
- Creating reminders and alarms for organisational purposes
- Emailing a teacher or friend for assistance (at an appropriate time) regarding school-related work
- Other teacher directed activities.

          * Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

    4.2.2   Unacceptable use shall include but is not limited to:
- Accessing networks without school authorisation whilst at school or on school equipment
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit or harassing materials, offensive or discriminatory materials or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school
- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
- Filming or recording of other people without their consent
- Interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to distribution of unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorised entry to any other machine accessible via the network
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- Conducting private business matters or using the system for any personal gain
- Downloading and/or installing software programs (e.g. .exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.

    4.2.3   Unlawful use shall include but is not limited to:
- Defaming someone or an organisation
- Infringing copyright laws i.e. reproducing or adapting copyrighted material by downloading and further disseminating the material
- Sending emails that could constitute sexual discrimination or sexual harassment
- Sending emails that could constitute cyber bullying or harassment
- Displaying sexually offensive or explicit material
- Making offensive or insulting statements based on the race, colour or nationality of a person
- Undertaking activities that breach State and Commonwealth laws.

4.3   Unacceptable and/or unlawful use of ICT systems constitute a breach of school rules and may warrant disciplinary action which may include exclusion of the student in accordance with the school's disciplinary policy. Unacceptable and/or unlawful use may be reported to the appropriate authorities.

4.4   This policy is available through the Mercy College website.

It is the student's responsibility to be aware of the Mercy College *Mobile Phones- Student Use* Policy. Furthermore, all Year 7 – 12 students are also expected to adhere to the *Acceptable Use Agreement: Information and Communication Technology (ICT)* Policy.

5.   References

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015
Catholic Education Commission policy statement 2-B8 Information and Communication Technology use by Students
Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying

6.   Related Documents

Mercy College policy statement B-3B Social Media - Use by Students
Mercy College policy statement B-3C Mobile Phone Policy
Mercy College policy statement C-5A Information and Communication Technology – Use of Staff
Mercy College policy statement C-5B Social Media - Use by Staff

7.   Review History

Year of Review	Reviewed By	Amendments/Review
2015	**Steve Coggin**	Originally released
2020	**Steve Coggin**	

8.   Next Review

Year	Mercy College Standing Committee Responsible
2021	**Steve Coggin**