

Mobile Digital Devices Policy

Purpose

Loreto College recognises that modern society is characterised by many forms of digital technologies. These technologies offer potential for enhancing learning and they also present risks to student wellbeing and to student development.

To balance the conflicting aspects of technology, Loreto College is supporting the full use of the school approved laptops but the banning of smartphones during the school day.

Reasons for the banning of smartphones include concerns with the

- impact on basic communication skills
- distraction they can cause to learning
- potential for bullying
- impact on neurological development of excessive screen time
- sedentary behaviour that smartphones facilitate
- addictive nature of smartphones
- use of the smartphone to bypass the school firewall.

Scope

This policy applies to all students of the College between the hours of 8.48am to 3.25pm

Definitions

Term	Definition
Mobile Devices	Mobile phones, smartphones, smartwatches
Smartphone	a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded apps
Digital Technology	Digital technologies are electronic tools, systems, devices and resources that generate, store or process data. Well known examples include social media, online games, multimedia and mobile phones

Policy Statement

From 8:48 am to 3:25 pm, any mobile digital devices brought to school must be stored in a student's locker. This includes recess and lunch. During the school day, these devices cannot be taken to class or to toilets or any other part of the school.

Supporting Documents

- <https://www.premier.vic.gov.au/mobile-phones-to-be-banned-next-year-in-all-state-schools/>

Responsibility

- The College Board is responsible for the approval and the approval of any changes to this Policy
- The College Principal and Deputy Principal Wellbeing are responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure
- The College Leadership Team and Teaching Staff are responsible for implementing this policy and its accompanying procedure

Communication

The Mobile Digital Devices Policy will be communicated to the Loreto College Community in the form of:

- Website and Complispace publication
- Staff / Leadership Bulletin
- College eNews

Policy Review

This policy will be reviewed every three years but may be reviewed earlier to take account of any changed technology, legislation, expectations or practices.

Mobile Digital Devices Procedure

Procedure

If a parent needs to communicate with their daughter, the following options are in place:

- Contact the College Office. Any emergency communication will be passed on immediately.
- The student may choose to check her phone during recess or lunch but is reminded that she cannot take her phone away from her locker. Any student checking her phone must be discrete and not share access to the device.
- Excursions: The use of smartphones on excursions will be at the discretion of the organising teacher. If phones are permitted, it must be stated on the excursion permission form.

Should a student breach the above policy:

1. the smartphone is confiscated and handed to student reception.
2. the staff member will complete a standard tag to identify the phone owner and incident occurring and to record the incident on SIMON.
 - First offence for the term: Student can collect the phone at 3:25pm
 - Second offence for the term. Student can collect the phone and receives a lunchtime detention. (Parents receive notification)
 - Third offence for the term. Parent required to collect the phone. After school detention issued.
 - If a student refuses to handover a phone, the student is supervised out of class by a member of the Leadership Team.