



## **PERSONAL COMMUNICATION DEVICES PROTOCOLS**

St Patrick's College acknowledges that the use of personal communication devices is widely accepted in today's society for recreational, personal, educational, and communication purposes. The College is aware that the use of such devices for educational purposes is part of contemporary educational learning environment.

We are committed to teaching our students to use such technology safely, responsibly and ethically. Personal communication devices include a wide range of devices owned by individual students brought to school by personal choice, primarily mobile phones, which utilise smartphone technology and provide easy access for students to various forms of communication including social media, text messages, and phone calls. They also provide access to a range of other forms of media, including music.

It is the purpose of these guidelines to establish regulations to guide the appropriate and safe student use of these devices within St Patrick's College. It is critical for students to learn when and where is appropriate for personal communication devices to be used, as well as to understand the safe use of such devices and the dangers of their misuse.

It is the task of the College to prepare our young people for the digital and globalised society of the 21<sup>st</sup> century. Therefore, we understand the necessity of such devices for young people in the modern world. St Patrick's College values relationships and the building of community, and have therefore developed the following guidelines outlining the use of personal communication devices on the College campus.

### **Guidelines for Use:**

1. Students are strongly encouraged to keep personal communication devices in their lockers during the school day.
2. If students do have their phone with them in the classroom, they should not be used unless instructed or permitted by the teacher in accordance with these protocols.
3. It is never acceptable for students to send an SMS or send a message via other digital platforms during lesson time. Nor is it acceptable to make or receive phone calls during lesson time. All personal communication devices should be set on 'silent' mode during lesson time to prevent disruption of the learning environment.
4. During the school day, personal communication devices with camera technology should never be used to take pictures or record video or audio of any member of the College community unless those persons have given permission.

5. Listening to music in the classroom via a personal communication device may only be permitted if approved by a staff member during appropriate activities.
6. Due to safety concerns (ie. blocking out traffic noise) students are encouraged to not listen to music on personal communication devices when walking to or from school.
7. Personal communication devices are not to be brought into any formal examination or test environments. They may contain materials that are in breach of examination conditions. Students who take personal communication devices into examination or test environments risk losing all marks for that exam in addition to other consequences (*TASC regulation*).
8. The College will not accept any responsibility for the loss or damage of a personal communication device. The College will not advertise lost communication devices on any bulletin or newsletter.

### **CONTRAVENING THESE EXPECTATIONS**

Students in breach of the conditions of these protocols will be subject to the following actions:

- a) In the first instance, the student will be issued a warning and asked to refrain from the activity in breach of these protocols. This is a first and last warning.
- b) If the student then either continues the activity, or after the initial warning, returns to the activity in breach of these protocols, then the student may have the device confiscated by the staff member.
- c) At the discretion of the staff member they may return the confiscated device to the student at the completion of the lesson.
- d) In the instance of repeat offences, a staff member may refer the matter to the Tutor Teacher and House Head. If appropriate, contact will be made to the parent/guardian of the student to come to the College to discuss the matter, and a formal letter from the College will be sent home.
- e) **Any student who fails to comply with the reasonable instruction of a staff member acting in accordance with the conditions of these protocols, will be dealt with in accordance with the 'Managing Student Defiance' protocol.**