



Mobile Phone and Digital Devices Policy

In order to build a culture of high expectations, all members of the Aquinas community must support and adhere to the College policy for the appropriate use of mobile technologies and digital devices in all facets of College life. Parents / caregivers are expected to support the *Mobile Phone and Digital Devices Policy* and its implementation as a condition of their child's enrolment.

The College reserves the right to incorporate any new technologies or devices within the definitions of this College policy. References to Mobile Phones and Digital Devices includes mobile phones, smartwatches, speakers, earphones and any devices, other than those devices issued to students by Aquinas College.

The College stance is that issues of concern associated with such devices include the potential for: disruption to the teaching and learning environment, theft, privacy, child protection, (cyber)bullying, sensory impairment, anti-social behaviours, internet filtering, the transfer or downloading and viewing of inappropriate materials and interference with the approved communication processes of the College.

It is a College expectation that the parents educate their child about their digital footprint and the responsible use of technologies. Mobile phones and other digital devices should not be used to send menacing, harassing or offensive messages, take inappropriate images or video of persons or put the College into disrepute.

In reference to devices owned and distributed by Aquinas College, the College reserves the right to determine appropriate use and installation of software and apps installed. Please refer to the *Acceptable Use of Computer and Internet Resources Policy*. Devices owned and distributed by the College cannot be used during break times except in the College library.

It must be noted that Aquinas College is not liable for any loss, damage, and/or theft of mobile phones, digital devices and/or earphones used during transportation, on the College grounds or at College events pursuant to this policy. Students and parents are reminded that these items are not covered by College insurance and should be locked and stored in lockers when on College grounds.

Responsibility and accountability

- Courtesy, consideration and respect for others are paramount at all times when using any electronic device.
- Mobile phones, digital devices and earphones must not be used, seen or heard in the classroom or College grounds between 8.30am – 3.00pm, unless at the discretion of a staff member.
- Students are not to record, photograph or publish images or video footage of students or staff members without the person's consent. Students must respect the confidentiality, trust and privacy of all members of the Aquinas College community. Consequences for these actions could include suspension or possible police action.
- Students must not use their mobile phone's internet access or use Virtual Private Networks (VPNs) to operate outside the BCE network whilst on College grounds.
- Students are expected to comply respectfully with staff instructions regarding mobile phones, digital devices and earphones.
- Parents / caregivers must not contact their children directly via mobile devices during school hours. All parent / caregiver communication from 8.25am – 3.00pm must be addressed through SAO (Student Administration Office) or Reception.



Consequences for Non-Compliance with College Mobile Phone and Digital Devices Policy

Mobile phones, digital devices or earphones used or seen during the school day will be confiscated. The device(s) will be kept at the College Front Office and students can collect them after 3.00pm.

1st Infringement

- The infringement will be recorded on the Student Behaviour Support System (Engage).

2nd Infringement

- Students will be issued with a Monday afternoon Behaviour Support. The infringement will be recorded on Engage.

3rd Infringement

- Parents/Caregivers are required to make an appointment with a member of the College Leadership Team to collect the device(s).
- Students will be issued with a Friday afternoon Behaviour Support. The infringement will be recorded on Engage.
- Students will be placed on a *Contract for the Appropriate Use of Mobile Phones and Digital Devices*.

Subsequent Infringements

- The matter will be escalated to the College Principal and/or Deputy Principal.
- Students will meet with the College Principal and/or Deputy Principal regarding the repeated breach of the College Policy and the breach of a *Contract for the Appropriate Use of Mobile Phones and Digital Devices*.

College Leadership Contract

- Any further breach of the *Contract for the Appropriate Use of Mobile Devices* will require the student and parent/caregiver to attend an interview with the Principal and/or Deputy Principal. The student will be placed on a *Leadership Contract*.

Social Media policy

Students engaging in social media will ensure that:

- They do not attempt to connect, request 'friends' or follow any teachers or employees of Aquinas College.
- They take reasonable steps to exclude the College, including uniforms and logos from any personal posts or uploads.
- They ensure no representations or statements on behalf of Aquinas College are made unless authorised by the Principal.
- No statements or uploads are made, that are perceived to be disparaging, abusive, harmful or derogatory towards Aquinas College or any students, staff or families.
- They do not breach any confidentiality, trust or privacy of any students, staff or families.
- They do not engage in any online activity which could bring Aquinas College or any students, staff or families reputation into disrepute.
- They do not create any page or false identity which could cause harm or damage to Aquinas College or any students, staff or families.



Employee use of social media

Aquinas College employees engaging in social media will ensure that:

- They do not attempt to connect, request 'friends' or follow any current students of Aquinas College.
- Content posted on social platforms do not include College photographs, or uploads involving current Aquinas College students to personal accounts.
- Any school-related social media posts must be authorised by the Principal.
- They take reasonable steps to exclude the College, including uniforms and logos from any personal posts or uploads.
- No representations or statements on behalf of Aquinas College are made unless authorised by the Principal.
- No statements or uploads are made, that are perceived to be disparaging, abusive, harmful or derogatory towards Aquinas College or any students, staff or families.
- They do not breach any confidentiality, trust or privacy of any students, staff or families.

College email policy

Students and staff members are provided with a College email account to be used for educational purposes and for sending and receiving emails related to the business of the College or the study program of the student. The use of email is bound by the College standards of conduct and protocols which apply to written communication.

- Users of the College email services are expected to respect the standards set by the College and avoid aggressive or abusive messages, messages which could reasonably be viewed by others as offensive or objectionable, or messages containing content that is obscene.
- Users of the email services must not use language which could be defamatory or discriminatory. Or that may intimidate, humiliate or harass the receiver of the message or any other person.

College staff members have access to their College email accounts but are not encouraged nor required to answer emails after hours, between 5pm and 8am or on weekends as part of the College 'Right to disconnect'.

Breach of policy

Students who are found to behave in a manner which is in breach of this policy:

- Will be reported to Middle or Senior Leadership.
- Will be subject to disciplinary strategies which are outlined in the Student Behaviour Policy.

Support Policy (Including Anti-Bullying Provisions).

- May be suspended from school or be subject to further disciplinary action.
- May be subject to legal consequences.

Aquinas College employees who are found to be in breach of this policy:

- Will be reported to the Principal.
- May be subjected to disciplinary action by the College or referred to Brisbane Catholic Education Office.
- May be subject to legal consequences.

Parents or family members who are found to be in breach of this policy:

- Will be reported to the Principal.
- May be subject to legal consequences.