Mobile Devices

Brisbane Catholic Education
teaching · challenging · transforming

PROCEDURE

1. PURPOSE

The purpose of this procedure is to describe Xavier Catholic College's approach to the consistent management of student mobile devices. We understand that mobile phones are an important part of modern-day communication tools. The school acknowledges that access to a mobile phone by children is important to many of our families in providing a sense of safety for their child while travelling to and from school, and for confirming or changing after school arrangements. However, mobile phones can create disruptions and distractions in the classroom. Establishing a 'mobile phone free zone' helps to create and maintain a focused and productive teaching and learning environment.

2. RESPONSIBILITIES

2.1 General requirements

Students are responsible for placing their mobile devices in their locker at the beginning of the school day. All phones must be secured by no later than 8:40am and not to be removed from 3:00pm. No smart watches are to be worn during school hours. At Xavier we have provided all students with a lock and a locker, whereby they can securely leave their personal equipment for the duration of the school day.

2.2 Roles and responsibilities

Role	Responsibilities
Principal/HOC	• Ensure the policy is updated and communicated with students and staff.
Staff	• Ensure students are reminded to place their mobile phones in their lockers before school and not used until after school.
Students	• Place mobile devices in their locker. • Ensure they do not need their devices for purchasing from the canteen. All food purchases must be done on QKR!, by card or cash.

3. The Procedure

First time the student has their device on their person, not in their locker, students will be asked to hand their device into the office, and they can collect them at 3:00pm.

The second time the mobile device is not in the locker, the student meets with the Year Level coordinator to discuss the use of the phone and ways forward.

Third time, the phone is handed to the Pastoral Office at 8:30am and can be collected at 3:00pm every day.

If the mobile device is again, confiscated, the phone will be kept at the office until a parent can collect the device and organize a meeting with the relevant Dean of Pastoral Care.