



FRASER COAST
ANGELICAN COLLEGE

Mobile Phones and Devices Policy and Procedures

Enriching Body, Mind & Spirit

Mobile Phone and Devices Policy

1.0 Rationale

1.1 In a world with rapidly occurring advances in technology, digital technologies provide the student body with an opportunity to explore the world around them more efficiently. Over 94% of Australian school-aged adolescents own a mobile phone. However, research that explores links between mobile phone use and cognitive functioning reveal that hearing a sound or feeling a vibration decreases focus on learning and efficiency to complete a task. (Wilmer et al., 2017) Research has found multi-tasking in the classroom environment can be detrimental to learning and task execution, hindering students' ability to process information, decreasing task completion, and learning capacity (Kessel et al., 2020). Existing studies produced further evidence suggesting that allowing mobile phones within the classroom has a negative relationship on student achievement and performance (Baert et al., 2020). Misuse of mobile phones during class time and lunch breaks is on the rise. Therefore, it is critical to the wellbeing of both staff and students that restrictions on mobile phone usage are put into motion.

1.2 The Mobile Phone and Devices Policy aims to provide the Fraser Coast Anglican College community with a clear understanding of the restrictions to mobile phone use, further providing a safe and supportive classroom environment encouraging improved learning outcomes and further development of communication skills.

1.3 This policy contains different procedures determined by year level. Senior students in Years 11 and 12 will be allowed to carry their mobile phone but must follow the expectations outlined in the policy. Primary students (Years 3-6) are not permitted mobile phones without the permission of the Head of Primary School. Middle Years students (7-9) and Year 10 are not permitted to have their mobile phones unless it is stored in a signal blocking pouch for the day.

1.4 This policy is to be in effect from 8am until 3.15pm on a normal school day and/or until students have completed extra-curricular activities.

1.5 If required, students can contact parents via Student Services.

2.0 Definitions

2.1 For the purposes of this policy, a mobile phone is defined as a device that:

- has access to cellular data that can be used over a wide area without a physical connection.
- can transmit calls and messages.
- may include smart watches used to transmit messages and calls.
- are SIM-enabled to access cellular data or services.
- can be used for messaging such as, but not limited to iPads or other tablets.
- is not mentioned above; however, can be used for social media purpose.



3.0 Expectations and Acceptable Use

Years 3-10	Years 11 and 12
<ul style="list-style-type: none"> • Primary parents must inform the Head of Primary and/or Deputy Head of Primary that a student is bringing their phone to school. 	<ul style="list-style-type: none"> • Phones must be turned off and always kept out of sight, unless teacher approval is provided in the following circumstances: <ul style="list-style-type: none"> ➤ Academic purposes (explicitly approved by a teacher for a specific purpose) ➤ Listening to music with appropriate headphones (if approved by a teacher) ➤ Payment option at the Canteen/Dilly Bag; however, the phone is not to be taken out of a student's pocket until they are in the queue for food and returned immediately after payment. • Listening to music at second break in the library
<ul style="list-style-type: none"> • Secondary students in Years 7-10 must ensure their phones are switched off and placed in their allocated pouch for the day at the start of their tutor lesson. • Teachers will ensure pouches are unlocked at the end of the school day. If students are leaving the College during the school day, pouches can be unlocked at Student Services or administration. • Secondary students take responsibility for their mobile phone and pouch during the school day. The College does not take responsibility for lost pouches or mobile phones. 	<ul style="list-style-type: none"> • The College takes no responsibility for the storage of a mobile phone; therefore, arrangements should be made by the student to ensure they keep their mobile phone out of sight and in a safe place.
<ul style="list-style-type: none"> • If a student in Years 7-10 arrives after 8.35am, the student must show the Senior Administration Officer at Student Services that their mobile phone is locked in their pouch. 	
<ul style="list-style-type: none"> • An exception may be granted by the Principal, Head of Sub-School, Learning Enrichment department or teacher for the following reasons: <ul style="list-style-type: none"> ➤ Learning-related (if approved by a relevant staff member) 	

<ul style="list-style-type: none"> ➤ Reasonable adjustments to a learning program identified in an IEP or ILP to support an individual's needs. ➤ Health related identified by doctor's medical certificate ➤ Risk-related to manage students offsite on an excursion/overnight trip 	
<ul style="list-style-type: none"> • All exceptions must be recorded to ensure students, parents and staff are aware in one of the following places: <ul style="list-style-type: none"> ➤ Kiosk ➤ Student's IEP/ILP ➤ Risk assessment 	

4.0 Misuse

Examples of misuse may include:

- 4.1 Misleading staff around the submission of a student's mobile phone and/or device at the start of the school day.
- 4.2 Taking photos/videos in school uniform or on school grounds. Especially when there is a school crest or building in the photo/video that could tie the individual's media content to the school.
- 4.3 Using social media for any purposes during school hours, including lunchtimes (posting, interacting with posts).
- 4.4 Taking photos/videos of students, teachers, or other members of the College without the consent of that individual/permission from teacher for school task.
- 4.5 Any calls not approved by the Head of School during school hours, including lunch times.
- 4.6 Phones should not be used to bully other students through messages, photos, or airdrop.
- 4.7 Phones should not be used in the classroom in a distracting capacity.
- 4.8 Playing music without teacher approval.
- 4.9 Having mobile phones visible.
- 4.10 Using a mobile phone whilst outside of the classroom during lesson times (drink break or bathroom breaks)
- 4.11 Using mobile phone as a form of calculator. The prescribed calculator is only to be used.
- 4.12 Bringing a mobile phone to any Outdoor Education camp (unless approved, i.e Year 12 Camp).

5.0 Breaches of Policy / Consequences

Level of Consequence	Examples of misuse	Disciplinary Action
<p>Level 1</p>	<ul style="list-style-type: none"> • Usage other than that of which is deemed acceptable. • Usage without the permission of a teacher 	<ul style="list-style-type: none"> • Classroom teacher or duty teacher to confiscate mobile phone and place at Student Services for the day. • Classroom teacher or duty teacher to contact home and/or type up entry on Kiosk.
<p>Level 2</p>	<ul style="list-style-type: none"> • Repetition of Level 1 • Repeated offences of mobile phone misuse • Inappropriate use of social media • Misleading staff around the submission of student's mobile device • Deliberate or careless damage and/or theft relating to College equipment, software, or services 	<ul style="list-style-type: none"> • Deputy of Primary or Director of Middle/Senior Years to issue a consequence in line with breach and commensurate with the College's Behaviour Management Policy. • Contact parents and parents to collect phone.
<p>Level 3</p>	<ul style="list-style-type: none"> • Repetition of Level 2 and/or serious infringements repeated instances throughout the week • Inappropriate usage that is illegal, explicit, or inflammatory/discriminatory in nature • Defiance or refusal to comply with policy. 	<ul style="list-style-type: none"> • Head of Sub-School to issue a consequence in line with breach and commensurate with the Behaviour Management Policy. For continual serious breaches referral to the Principal. • Contact parents. Consequences may include no phone at school for a set period of time or suspension.



6.0 Agreement and Changes to this Policy

6.1 Due to the increasing change in the digital world and rapid change in technology, the College reserves the right to review and alter this policy at any time at the discretion of the Fraser Coast Anglican College Executive Leadership team.

6.2 Students are required to abide by all future updates and/or amendments to the policy. Considering the expectation of the student body is to uphold the values of the College, any technological actions taken by students that do not adhere with the values of the College will be dealt with through the previously specified consequences (see Section 5.0 Breaches of Policy).

6.3 Students must read this policy in conjunction with all relevant student policies including Behaviour Management policies and protocols, the Student Handbook, Student Technology use policy and the Cyber-safety/Social media policy.

6.4 Students who refuse to follow this policy and its relevant disciplinary actions, will be sent to the relevant Head of Sub-School/Principal.

6.5 Agreement to this policy is part of the conditions of enrolment of all students at Fraser Coast Anglican College.

Version	Final Draftv2
Staff Responsible	Director of Senior Years/Head of Secondary
Approval Authority	College Executive
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7.0 Works Cited

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