



# Lumen Christi College

## Telecommunications and Electronic Devices

Version	3
Date	2014
Authorised	Executive Leadership Team

### Index

<b>Introduction</b>	2
<b>Rationale</b>	2
<b>Definitions</b>	
Telecommunication	2
<b>Principles</b>	2 - 3
<b>Procedures</b>	
Mobile Phones	3 - 4
Other Communication and Electronic Devices	4 - 5

### Related Documents

Lumen Christi College Mission Statement  
Lumen Christi College Behaviour Management policy statement

### Review History:

<i>Year of Review</i>	<i>Reviewed by</i>	<i>Amendments/Review</i>
2007	Principal	Originally Released
2010	Principal	Amended
2014	Director of Pastoral Care	Amended

### Next Review:

<i>Year</i>	<i>Responsibility</i>
2021	Executive Leadership Team

## **Introduction**

### **Lumen Christi College Telecommunications and Electronic Devices**

Lumen Christi College appreciates that while being a part of modern-day living, telecommunication devices can also be an enormous distraction to a positive learning environment for students. The quality of the learning experience for all concerned can be affected if personal devices are used whilst students are at school, in particular in the classroom.

To ensure the well-being and safety of all students, the College has established this policy statement regarding the use of telecommunication and electronic devices.

The Principal reserves the right to involve the police where alleged inappropriate use of telecommunication and electronic devices is suspected.

#### **Rationale:**

Telecommunication devices such as mobile phones, electronic devices, MP3's, iPod's etc are a part of modern society and the College accepts that many students will possess these items. There are times when it may be genuinely appropriate and useful for students to have access to them. However, ever-changing technology presents a number of challenges to the school environment.

These include:

- Mobile phones or electronic devices interrupting lessons and disturbing the learning of others.
- Loss and theft of mobile phones or electronic devices.
- Mobile phones being used inappropriately in examinations and assessment tasks.
- Mobile phones or electronic devices being used inappropriately on excursions and other school related events.
- Issues of social status and peer pressure.
- Using these devices for cyber bullying.
- Creating privacy, security and copyright issues.

#### **Definitions:**

'Telecommunication' is communication at a distance by technological means, particularly through electrical signals or electromagnetic waves. The word is often used in its plural form, telecommunications, because it involves many different technologies.

*Source: Wikipedia, the free encyclopaedia*

#### **Principles:**

This Telecommunication and Electronic Devices Policy has the following aims in mind:

- To publish the guidelines for the acceptable use of personal electronic devices.
- To outline the consequences for students who use personal electronic devices inappropriately.
- To maintain the dignity of the individual at all times.

The College has appropriate methods in place through Student Services for parents to contact students and vice versa. It is preferred that students do not have mobile phones or electronic devices in their possession at the College.

When students do bring personal electronic devices to school, the following policy applies:

- The College accepts no responsibility for telecommunication or electronic entertainment devices that are brought to the College campus.
- It is the responsibility of the student to safeguard against misplacement, loss or theft.
- Students are not permitted to have mobile phones or electronic entertainment devices, etc. sighted, switched on, or in use between the hours of 8.40am and 3.20pm.

Any images (still or video) taken of students, staff or parents on College property, or at College events, may contravene the Privacy Act, and for this reason students must obtain the written permission of a staff member if they are to take any image using any electronic/digital device, e.g. mobile phone, digital camera or laptop.

Students need to be aware that the posting of any images (still or video) taken on College property or at College events, on public websites, may contravene the Privacy Act. These requirements are for the protection and respect for the dignity of each student, teacher and parent in the College community.

Any student who is in breach of these requirements will have an interview with the Director of Pastoral Care in the first instance. Students need to be aware that this may result in their enrolment being suspended, and the Federal Police being involved.

#### **Procedures:**

Students at Lumen Christi College are required to comply with this policy statement regarding the use of telecommunication and personal electronic devices.

#### **Mobile Phones**

##### **First occasion**

- The mobile phone will be confiscated.
- The teacher will hand the mobile phone to Student Services.
- The student's details will be recorded.
- The Pastoral Coordinator will issue a Break 2 detention, and a letter will be sent home to parents.
- If the mobile phone is confiscated during period 5 or 6 it will be returned to the student by the teacher at the end of the lesson.
- The teacher will inform both the Student Services Office and the Pastoral Coordinator.
- At the end of the day the student collects the mobile phone from Student Services.

##### **Second occasion**

- The mobile phone will be confiscated.
- The teacher will hand the mobile phone to Student Services.
- The student's details will be recorded.
- The Pastoral Coordinator will issue a Wednesday afternoon detention, and send a letter home.
- If the mobile phone is confiscated during period 5 or 6 it will be returned to the student by the teacher at the end of the lesson.
- The teacher will inform Student Services.
- At the end of the day the student collects the mobile phone from Student Services.

### **Third occasion**

- The mobile phone will be confiscated.
- The teacher will hand the mobile phone to Student Services.
- The student's details will be recorded.
- The Pastoral Coordinator will issue a Wednesday afternoon detention, and send a letter home. Students will also be required to hand in their mobile phone to Student Services each day, (or choose to leave their mobile phone home) for a period of two weeks.
- If the mobile phone is confiscated during period 5 or 6 it will be returned to the student by the teacher at the end of the lesson.
- The teacher will inform both Student Services and the Pastoral Coordinator.
- At the end of the day the student collects the mobile phone from Student Services.

### **Fourth occasion**

- As for the third occasion.
- The student and parent will need to make an appointment with the Director of Pastoral Care to discuss his/her enrolment status at the College.

### **Other Telecommunication and Electronic Devices**

Other telecommunication and electronic devices include MP3's, iPods, digital cameras, etc.

MP3's and iPods may be used for the purpose of storage in class under the direction, and with explicit permission from the teacher, otherwise the following applies:

#### **First occasion**

If a student is in breach of the above:

- The device will be confiscated *for a period of one week*.
- The teacher will hand the device to Student Services.
- The student's details will be recorded.
- The Pastoral Coordinator will be informed.
- The Pastoral Coordinator will send a letter home to parents.

#### **Second occasion**

- The device will be confiscated *for a period of two weeks*.
- The teacher will hand the device to Student Services.
- The student's details will be recorded.
- The Pastoral Coordinator will be informed.
- The Pastoral Coordinator will send a letter home to parents.

**Third occasion**

- The device will be confiscated *for a period of three weeks*.
- The teacher will hand the device to Student Services.
- The student's details will be recorded.
- The Pastoral Coordinator will issue a Wednesday afternoon detention, and
- The Pastoral Coordinator will contact the parents and send a letter home. The letter will indicate that if further confiscations occur, then the parent will need to make an appointment with the Director of Pastoral Care, to discuss the child's enrolment status at the College

**Fourth occasion**

- The student and parent will need to make an appointment with the Director of Pastoral Care to discuss his/her enrolment status at the College.

Use of mobile phones or electronic entertainment devices during off-campus activities arranged by the College, including field trips, camps and retreats will not be permitted (unless it is explicitly stated by the supervising teacher in charge). Arrangements are in place for communication with a staff member in the case of an emergency.