

COMMUNICATION DEVICES ACCEPTABLE USE POLICY

The increased access to communication devices by students requires that St Joseph's College teachers, students and parents take steps to ensure that such devices are used responsibly within the College environment.

St Joseph's College has adopted this "*Acceptable Use Policy*" for communication devices that provides teachers, students and parents with guidelines and instructions for appropriate use of those devices during College hours.

Definition:

"Communication devices" refers to any mobile phone, "tablet" or electronic equipment, capable of communications to other such devices by wireless or wired connection.

In order for students to carry a communication device during College attendance hours, students and their parents or guardians must first read and understand the *Acceptable Use Policy*.

The *Acceptable Use Policy* also applies to students during College excursions, camps and co-curricular activities.

St Joseph's College accepts that there are genuinely appropriate reasons for students to have access to a communication device – for example:

- to contact parents in particular circumstances
- to confirm or change a meeting time with parent/employer
- whilst travelling on public transport to and from the College
- to protect students from everyday risks including personal security and safety

Parents are reminded that the College office remains the appropriate point of contact and that this action can ensure your child is assisted in an appropriate manner while at the College. The College does take its Duty of Care to students seriously.

Policy: Acceptable Use of a Communication Device

The following rules apply with respect to communication devices:

- Courtesy, consideration of and respect for others are paramount at all times.
- Parents and students should ensure that such devices are properly and adequately insured as personal property.
- Devices are brought to school **entirely at the owner's risk**. The College **does not accept any responsibility for theft, loss, damage or health effects** (potential or actual) resulting from their use on College premises or at College sponsored functions. Students and parents should be aware that devices are a target for theft and accordingly students should ensure that the device is kept on their person, handed into the Student Reception desk, or to the Pastoral Care teacher.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised calls cannot be made on their device (e.g. by other students, or if stolen). Students **must keep their password/pin numbers confidential. Devices and/or passwords should not be shared.**

Unacceptable uses of a Communication Device

It is a criminal offence to use a device to menace, harass or offend another person.

Students with communication devices must not: engage in personal attacks, harass another person, post private information about another person using messages, take/send objectionable images.

- **Devices are to be switched off during the school day [8.30am – 3.07pm]. Unacceptable usages include the sending and receiving of messages or data.** There are no exceptions to this.
- **Devices must not be taken into examinations.**
- Devices must not be used to take images in change rooms, toilets or in any situation that may cause embarrassment or anxiety to fellow students, staff or visitors to the College.
- Use of vulgar, derogatory or obscene language on a device is to be avoided.
- Use of devices to cheat in classes or assessment times will not be accepted.
- Use of devices to bully another person will be challenged, and reported to Police where it is suspected to be a criminal offence.

Consequences for inappropriate use

The following consequences will apply if a student does not comply with the above:

- The device will be confiscated and will be put into the Student Reception area and parents informed. Parents may collect the device at their convenience.
- Repeat infringements may result in the withdrawal of the student's privilege to bring a device onto the premises.
- Serious infringements e.g. bullying, cheating, taking of unsolicited images will mean that the student faces disciplinary actions.
- Infringements may result in the matter being referred to the Police. In such cases the parents will be informed.
- Where the device has been used in a manner deemed to be a criminal offence, the device will be handed to Police.

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