



***Brigidine College, Indooroopilly***

## **Mobile Phone Policy, Guidelines and Procedures**

### **Responsible use of Photography**

<b>Mobile Phone Policy, Guidelines and Procedures and Responsible use of Photography: College Document</b>			
<b><i>Approved by</i></b>	Brigidine College Principal	<b><i>Date</i></b>	2015
<b><i>Supersedes Policy</i></b>	February 2018	<b><i>Reviewed</i></b>	March / April 2018
<b><i>Implementation Date</i></b>	16 April 2018	<b><i>Next Review Due</i></b>	February 2020

**Brigidine College, Indooroopilly**  
**Mobile Phone Policy, Guidelines and Procedures and**  
**Responsible Use of Photography**

## **Policy**

*Any electronic device, including College laptop / tablet and mobile phone, can be used at the College for educational purposes whilst on College grounds or during school hours 8.00 am – 4.00 pm.*

## **Rationale**

Brigidine College recognises the important role that mobile phones and technology plays in today's world. Students may use digital devices for educational purposes under the direct supervision of a teacher (classroom / study room / Library) and or identified staff member (Cocurricular activities).

The use of devices for educational purposes allows students *digital free time* to encourage social / personal interaction whilst at the College.

## **Guidelines and Consequences**

The following are not considered educational purposes:

- Phone Calls
- Texting
- Photos
- Interacting on Social Media
- Videos
- You Tube

Brigidine College accepts that parents give their daughters mobile phones to protect them from everyday risks involving personal security and safety.

Parents are requested to not contact their daughters using the mobile phone during school hours.

The preferred mode of communication is through messages at Student Services / St Brigid's, where a *direct message* will be forwarded through SEQTA.

Students are not permitted to carry or use their laptop device or mobile phones unless under the direct supervision of a teacher and or staff representative whilst engaging in educational activities. These educational activities would be in:

- classrooms
- library
- study rooms
- areas under direct teacher / staff member supervision whilst on the College property.

### **Secured storage**

- Laptop devices / mobile phones are to be safely secured in bags and lockers whilst not in use for educational purposes

### **Communication**

- Students are not permitted to text using a mobile phone during school hours  
*Direct messages* / emails maybe monitored on College laptop devices whilst under supervision
- Parents are requested not to text students during school hours
- Parents may contact students through the Student Reception / St Brigid's

### **Unacceptable Use**

Students found to be using a device or mobile phone contrary to the policy outlined above will:

- **First Breach:** Receive documented (SEQTA) infringement warning notice
- **Second Breach:** Device / mobile phone confiscated for remainder of the day. Device / mobile phone to remain in identified bag (*Name, Home Room, Date and Time*) at St Brigid's
- **Third Breach:** Device / mobile phone to be stored at St Brigid's (all day)

### **Associated Documents:**

Behaviour Management Policy and Guidelines

Anti-Harassment Policy and Guidelines

Acceptable use of ICT Resources Policy

Student Protection Policy

Privacy Policy