



This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile phones. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile phones by students and involves parents as partners in assisting their children in the proper use of mobile phones. It is underpinned by an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege of taking a mobile phone to school will be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's requirements.

St Mary's College Acceptable Use Policy for mobile phones

1. Purpose

- 1.1. The widespread ownership of mobile phones among young people means that St Mary's takes steps to ensure that mobile phones are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2. St Mary's has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3. Students, their parents or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1. Personal safety and security

St Mary's College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

2.2. Acceptable use

St Mary's College accepts that there are certain circumstances in which mobile technology may be legitimately used as part of the teaching/learning process. While acknowledging that young people use technology in different ways to older generations, they do not need to be connected all the time.

3. Responsibility

- 3.1. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- 3.2. The decision to provide a mobile phone to their children should be made by parents or guardians.
- 3.3. Parents should be aware if their child takes a mobile phone to school.
- 3.4. Permission to have a mobile phone at school while under the school's supervision is contingent on the College having on record a signed copy of the attached parent/guardian permission attached to this policy. Parents/guardians may revoke approval at any time.

4. Acceptable Uses

ACCEPTABLE USE POLICY FOR MOBILE PHONES

- 4.1. *Mobile phones are to be switched off and kept out of sight during the school day. The school day includes before and after school activities such as sport competition or training and band practice, study in the College Library and so on. Mobile phones that cannot be turned off in the usual sense must be switched to flight mode. Flight mode is also called airplane mode, offline mode, or standalone mode. The device cannot send or receive messages of any type or phone calls in this mode.*
- 4.2. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 4.3. In the rare and exceptional circumstances where the arrangements in 4.2 above will not meet requirements an exception may be permitted if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis. A member of the CLT will give approval for use in a specific time frame. Written proforma notification of the approval will be given to the boy to show his class teacher. During class or supervised activity when given permission, the student will use the phone in a location at the direction of the teacher-in-charge. During breaks in the school day, students are to report to W6 to use their phone.
- 4.4. During the school day or while on school premises or when participating in a College activity e.g. excursion or camp, students should not use the phone except where permission has been granted in the exceptional circumstances described in 4.3 or when given express permission by a teacher for a legitimate learning activity.
- 4.5. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- 4.6. Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, picture and video messages via the usual phone networks, the internet or blue tooth and infra red connectivity.

5. Unacceptable Uses

- 5.1. Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day. Students should only use their mobile phones before or after school and not on the school premises or while on school activities without the explicit permission of the teacher in charge.
- 5.2. Mobile phones must not disrupt classroom lessons with ringtones or beeping.
- 5.3. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- 5.4. It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate that person and then send the pictures to others or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any person without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 5.5. Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- 5.6. Any student needing to leave the College because of sickness or emergency MUST report to student reception or sick bay and parents contacted through the office. Parents must not be contacted via mobile phone such that the student leaves the College without notifying reception.

ACCEPTABLE USE POLICY FOR MOBILE PHONES

6. Theft or damage

- 6.1. Students should mark their mobile phone clearly with their name.
- 6.2. Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- 6.3. Mobile phones that are found in the school and whose owner cannot be located are to be handed to front office reception.
- 6.4. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 6.6. It is strongly advised that students use a password or a pin to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password and pin confidential. A mobile phone, password or pin, may not be shared.
- 6.7. Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

7. Inappropriate conduct

- 7.1. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action including the confiscation of the phone.
- 7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.

8. Sanctions

- 8.1. Should the student's phone be used in a manner contrary to this policy, the student's phone will be confiscated by the teacher in charge and the parent or guardian will be required to collect the phone from the Assistant Principal – Mission and Student Welfare, but not on the same day. A second infringement will see the phone confiscated for a week. A third breach will mean that the student is no longer permitted to have a mobile phone at school.
- 8.2. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.
- 8.3. Students using mobile phones to bully other students must expect to have their enrolment at the College terminated.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As with all such incidents, the school may report the matter to the police.

9. Effective: April 2008

ACCEPTABLE USE POLICY FOR MOBILE PHONES

10. Parent/Guardian Permission - (This page must be completed, signed and returned to the College)

- 10.1. I/We have read and understood the above information about appropriate use of mobile phones at St Mary's College and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).
- 10.2. I/We give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.
- 10.3. I/We, where due cause or reasonable doubt exists that this policy has not been followed, give permission for College staff members to access my son's mobile phone and examine any files or records on the phone. I understand that I/We will be contacted by the College if this occurs to explain both the circumstances and the outcome.
- 10.4. I/We also accept that the College will administer the sanctions as described above in the case of unacceptable or inappropriate use of the phone.

Parent / Guardian name (1) _____ (print)

Parent / Guardian signature (1) _____

Date _____

Parent / Guardian name (2) _____

Parent / Guardian signature (2) _____

Date _____

Student name _____ (print)

Mobile phone model _____

Bluetooth Device Address¹ _____

IMEI² _____

Mobile phone number _____

Student signature _____

Date _____

¹ This is a unique 48 bit device address for each Bluetooth device. Each phone company has their own code to obtain the Bluetooth address e.g. the NOKIA code is *#2820#.

² IMEI – International Mobile Equipment Identity: Unique number 15 or 17 digits found under the battery or in most phones by pressing *#06# on your phone