



# St Mary's College Acceptable Use Guidelines for Mobile Phones and Devices

## Objective

The widespread ownership of mobile phones and devices among young people requires that parents, carers, students and staff take steps to ensure that they are used age appropriately and successfully as a communication tool.

## Rationale

St Mary's College accepts that parents and carers give their children mobile phones and devices to protect them from everyday risks and to increase their personal safety and security.

Acting in a safe and responsible manner when using technologies mirrors the expectations we have of our students in their real-world interactions.

## Scope

These guidelines apply to all St Mary's students as outlined:

### Kinder – Year 2

Mobile phones and devices should not be brought to school without the permission of the Director of Junior School.

### Years 3 – 6

Mobile phones and devices are to be handed to the class teacher before the commencement of the school day and collected at the end of the school day. Before school, mobile phone and devices (including iPads) are not to be used once students are on school grounds. After school, mobile phones and devices are only to be used for communicating with parents and carers.

### Years 7 – 10

Mobile phones and devices are to be switched off and placed securely in a student's locker before Homeroom begins at 8.25am and are not to be accessed until 3.15pm (from bell to bell) unless purchasing items with their device at Murphy's Café at recess or lunch time only.



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## Years 11 – 12

Mobile phones are a student's responsibility during the school day. They must be switched off during lessons and when stored in lockers. Mobile phones may be used in the Common Room.

### All students

- Students are responsible for the security of their mobile phones. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones while travelling to and from school, and while at school.
- Students and parents are to contact Student Services for communication purposes during the school day.
- Students are not permitted to use mobile phones during class time unless otherwise advised by a teacher.
- Smart devices may be used to monitor health with approval of the Director of Junior School (for students in Kinder – Year 6) and the Director of Senior School (for students in Years 7-12).

### Unacceptable use

- Unless express permission is granted, mobile phones and devices must not be used to make or receive calls, send or reply to messages, or access the internet or social media apps.
- Students are not to use their mobile phone or device to engage in personal attacks, harass another person, or share private information about another person on any platform. It is a criminal offense to use a mobile phone to menace, offend another person or document illegal activities.
- Mobile phones are not to be used to photograph, video or record any member of the school community or a visitor to the College during the school day, before or after school without expressed consent or permission from a staff member. Sharing a photograph or video with another person or persons will be seen as a serious breach of privacy.
- Any student using a mobile phone or device in exams or assessments will face disciplinary action.

### Possible consequences for students who do not follow the guidelines may include:

- Confiscation of mobile phone or device, which will be placed in the Director's office until the end of the school day
- Restorative practice conversation
- Cyber safety report
- Reflection
- Deletion of problematic personal content from a device
- Interview about the offense in the presence of parents/carers
- Storage of mobile phone or device in Director's office from bell to bell for a designated time frame
- Temporary or, in extreme cases, permanent suspension of access to network resources
- Internal suspension
- External suspension
- Permission to have a mobile phone or device at school revoked



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- Serious incidents reported to the Police
- Any extreme breaches of the guidelines could lead to consideration of a student's enrolment at the College.

All infringements will be recorded in SEQTA (the College's Learning Management System).

### Supporting and Related Documents

- [Catholic Education Tasmania ICT Policy](#)
- [St Mary's College ICT Guidelines and Student Agreement](#)
- [St Mary's College Student Guidelines and Reports](#)
- [St Mary's College Student Anti-Harassment and Anti-Bullying Guidelines](#)

30 January 2024

