



## PREAMBLE

Stella Maris College (the College) is a school of Good Samaritan Education established in 1931 in the Benedictine tradition. The policies of the College give expression to its values and ethos and/or reflect the legal requirements of a school registered and accredited by the NSW Education Standards Authority (NESA).

## POLICY

This policy covers the use of student owned mobile phones, smart phones, iPods and other electronic devices (including but not limited to smart watches, iPads and other tablet devices) with built in cameras and/or the ability to connect to the internet.

## PROCEDURE

### Acceptable Access to Mobile Phones at School

The College accepts that mobile phones, and other electronic devices, are a part of everyday life and enhance our ability to stay in contact with others in our life. However, mobile phones and other electronic devices are brought to the College by students at their own risk. The College does not accept responsibility or liability for lost or damaged student property and does not have insurance which would cover such loss or damage.

During the school day (8.45am – 3.20pm) mobile phones and other devices should be used sparingly and in accordance with the access outlined below.

Mobile phones and other electronic devices must be turned off when students are in class, moving between classes, during study periods, at assembly, during Year meetings or when students are engaged in any formal school activity unless given specific permission from their teacher. If students leave the classroom, e.g. to go the toilet, we ask that they do not use this as time to use their phone; this can be done on breaks at recess and lunchtime.

Students are able to access their phones to check messages and respond briefly via text message during recess and lunchtime. Students should avoid making voice calls during this time and keep texting and social media to a minimum so that they can interact with each other and their peers 'in person'.

Mobile phones and electronic devices must be turned off and stay off during fire evacuation or lockdown procedures. The College will contact parents and relevant authorities during this time.

Students must not use their mobile phone to contact their parents and/or arrange to be collected from school if they are unwell. Students should go to sick bay first to be assessed. College staff will then contact parents if and when it is appropriate.

### Camps, Retreats and Excursions

Students will be advised by the organisers of camps, retreats, excursions, inter-school sport or other College activities whether permission is granted to take and use a mobile phone or other electronic device whilst on the event.

Students should assume that the same acceptable access applies as a regular school day unless specifically told otherwise.

## Consequences

### During Class:

1. If visible, the student is asked to turn off the phone/device and put it away (blazer/dress pocket)
2. The phone/device is to be turned off and placed at the front of the student's desk/work space
3. The phone/device is to be turned off and given to the teacher, and collected by the student at the end of the lesson
4. The student and phone are sent to the Head of Year Office (lock box), and the phone/device collected by the student at dismissal
5. The student is referred to the Deputy Principal

### During Recess and Lunchtime:

1. Phones/devices are only used sparingly
2. The student will be asked to put their phone away if they appear to be recording other students

### During Camps, Retreats and Excursions:

1. Phone/device use as deemed necessary by leading staff members, instructions communicated prior to departure
2. Response is based on 'During Class' consequences as outlined above

## Device Usage and Legal Issues

### Mobile phone and electronic device cameras and voice recorders are only to be used in school:

1. With permission from a teacher
2. As part of a class or learning activity
3. With the permission of all people who will be photographed/videoed or otherwise recorded

Any student who uses a mobile phone or other electronic device to menace, harass or offend another person may be charged with a criminal offence. Students who use their phone or electronic device at school to engage in such behaviour, or take unauthorised photos or video footage, or post private information about another person, will have their mobile phone or electronic device confiscated and their right to have a phone or electronic device at the College will be reviewed. Further disciplinary action may also be taken in accordance with the Stella Maris Code of Conduct.

Any serious cyber offence may result in police involvement and may result in the offender receiving a criminal record. The Stella Maris College Executive will involve policy where appropriate.

**VERSION 1**

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