



Acceptable Use Protocols for Mobile Phones

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).

PURPOSE

The widespread ownership of mobile phones among young people requires that parents, students, schools and teachers take steps to ensure that they are used responsibly at school, excursions, camps and extra-curricular activities. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, whilst allowing for the benefits that mobile phones may provide students at school.

Stella Maris College has established an Acceptable Use Protocols for Mobile Phones that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones at school. Students and their parents or guardians should read, understand and agree to abide by the Acceptable Use Protocols for Mobile Phones so students are clear on the permitted use and possible consequences of the misuse of mobile phones in school.

Rationale

Stella Maris College accepts that parents give their children mobile phones to protect them from everyday risks involving personal safety and security. Parents are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way. Parents are requested to only contact their daughters in the allowed timeslots.

Responsibility

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

Usage

Years 7-9

- Mobile phones (with or without headphones / ear buds) may only be used before and after school, at recess, and from 1:30pm -1:45pm
- Exceptions may be permitted at the discretion of the teacher who is conducting a lesson or event. They will advise students if mobile phones may be used for a designated learning activity / health reason
- At all other times, students must have their mobile phone completely out of sight

Years 10-12

- Mobile phones (with or without headphones / ear buds) may only be used before and after school, at recess and lunch
- Exceptions may be permitted at the discretion of the teacher who is conducting a lesson or event. They will advise students if mobile phones may be used for a designated learning activity / health reason
- At all other times, students must have their mobile phone completely out of sight

Unacceptable Use: All students

- Unless express permission is granted, mobile phones must not be used to make or receive calls, send or to reply to messages, access the internet, take photos or use any other applications during lesson time (including Pastoral Care and Sport) or at school organised activities such as assemblies or special events
- Mobile phones may not be used in the hallways between classes or on bathroom breaks
- As with all forms of bullying or harassment, using mobile phones to communicate with other students for this purpose is in breach of our Responsible Digital Citizenship Policy and will not be tolerated. It is a criminal offence to use a mobile phone to menace, offend another person or document illegal activities
- Except as permitted by teachers for educational purposes, mobile phones must not be used to photograph, film or record any member of the school community or a visitor to the school, while on school grounds
- Mobile phones may not be used during an exam or assessment. This will be considered cheating and the student will face academic and behavioural consequences
- Mobile phones are not to be used to photograph, video or contact parents during any emergency situation or drill (evacuation, lockdown, shelter-in-place). Any contact with parents will be made by the school if necessary.

Consequences

- Use of mobile phones without permission outside the permitted times will result in the confiscation of the mobile phone
- The staff member who confiscated the phone will enter a notification into SEQTA
- The phone will be stored in the Heads of Year office to be collected at the end of the school day
- Students who do not meet the expectations in the Acceptable Use Protocols for Mobile Phones will be subject to consequences consistent with the Student Management and Engagement Policy
- Continued refusal to comply with the Acceptable Use Protocols for Mobile Phones will result in the parent collecting the phone from the College

Phone Protection

Stella Maris College accepts no responsibility for replacing lost, stolen or damaged phones. Confiscated phones will be stored in a locked box and any existing damage will be noted.

Contact with home

It is convenient for parents to send important messages to their children via phones. The College asks that parents keep these messages to an absolute minimum during school hours. In cases of emergency parents should make contact with the school office, and that way a staff member can speak with the child in person and deliver the information safely and if necessary, offer additional support.