SANTA MARIA COLLEGE PERTH

MOBILE DEVICE POLICY – STUDENTS

RATIONALE:

Santa Maria College students are expected to use mobile devices in a safe, respectful and ethical manner, reflective of our Mercy values and relevant laws.

Mobile devices are having an increasingly significant impact on student learning and wellbeing. Constant connectivity causes distractions that can remove the focus from learning and impact on the building of relationships.

This Policy aims to provide expectations for the use of mobile devices within the College environment and set out the responsibilities of students, staff and parents and aims to improve in-person social interactions, focus attention on learning, limit online bullying, and respect the privacy of all members of our community.

SCOPE:

The scope of this Policy relates to all Santa Maria College students in their use of mobile devices. These expectations include but are not limited to students while on College premises, excursions such as camps and retreats and other occasions when representing the College or in College uniform.

RELATED POLICIES AND PROCEDURES:

ICT Policy – Students
Code of Conduct – Students

DEFINITIONS:

Mobile device includes phones, laptops, smart watches and iPads

MOBILE PHONE EXPECTATIONS:

- **Years 5, 6** Students who have a mobile phone must hand them in to their class teacher on arrival at the College and collect them at the end of the school day.
- **Years 7 – 12** Students mobile phones must be locked in their locker from the time of arrival at school until 3.20 pm. Students may not access their phones during this time.
- Students needing to **make payments in the canteen** must ensure they carry cash, debit card or smart rider. **Phone payments will no longer be accepted.** Please refer to SEQTA for information on adding money to your daughter's smart rider.

FILMING EXPECTATIONS:

- Videos of staff or other students, taken without their knowledge is a breach of Privacy Laws. It is against the law to film, share or post videos without permission and is prohibited under the Surveillance Devices Act 1998.
- Mobile phones may not be used for filming unless under the direction of a teacher.
- Laptops should only be used for filming for academic purposes, with teacher permission and supervision. Cameras are also available from the library.

- **Under no circumstances may students film staff** at the College unless for a specific task with the teacher's direct permission. Posting of footage of staff on social media or sharing of video footage of staff is strictly forbidden.
- **Under no circumstances can students post video footage of themselves or others; in uniform** (on or offsite), on campus, or with any reference to the College, to their personal social media accounts. This includes the use of the College crest, name or photographs.
- Boarders filming in the Boarding House must be out of uniform, not identify the College and not film any Boarding Staff.

OTHER DEVICE EXPECTATIONS:

- Students are expected to report online behaviour that does not meet College expectations.
- Air Pods and other headphones are to only be used during class time by express permission of the classroom teacher with laptops, not mobile phones, and are not to be used before school, during breaks or between classes. The use of air pods and headphones in breach of this will result in a detention.
- Students needing to make payments in the canteen must ensure they carry cash, debit card or smart rider. Phone payments will no longer be accepted.
- If a student needs to communicate with a parent during the school day they can phone from StudentServices or their Dean's office.
- The Health Centre nurse, not students, are responsible for contacting parents/guardians in relation to medical needs or illness. Students are not to contact parents directly to request they be picked up.
- If a parent has an urgent message for their daughter, they should contact Student Services for assistance or alternatively, email their daughter directly.
- Exceptional circumstances will require a meeting with the Dean or Director of Pastoral Care.

CONSEQUENCES:

Consequences for Phone Use

- **The First time** a student is seen with a phone it will be confiscated and stored at Curriculum Reception for the remainder of the day and it may be collected from 3.30 pm to 4.00 pm. The student and the parent will be sent an email informing them of the confiscation and the consequences for a repeat offence.
- **Second time** offence, the phone will be confiscated for 24 hours. A mobile phone infringement will be recorded on SEQTA and it may be collected from the Curriculum Reception between 3.30 pm to 4.00 pm. Should confiscation occur on a Friday, the phone will be stored securely over the weekend and may be collected from 8.00 am to 8.30 am on Monday.
- **Subsequent offences** will require a conversation with the Deputy Principal/ Principal to determine consequences.

Consequences for Inappropriate Social Media Use

- Students posting themselves or others in school uniform, on or offsite – One day, in school suspension.
- Inappropriate posting in school uniform or images of school grounds – One day, out of school suspension.
- Any posting which damages the school's reputation- up to two days, out of school suspension.
- Additional or more serious postings will require discussions with the Principal and consequences will be determined by the Principal.
- Serious issues may be reported to the e -safety commissioner or police.

SECURITY:

- Mobile devices should be kept in locked lockers at all times during school hours.
- The College accepts no responsibility for theft, loss, damage resulting from mobile device use, storage or confiscation.
- It is strongly advised that students use password/pin codes to ensure that unauthorised phone calls cannot be made on their devices.
- Mobile devices which are found at the College should be handed to the Student Services.

REVISED: Jan 2023
REVIEWED BY: Director Pastoral Care