St Mary Star of the Sea Mobile Phone Guidelines

SOURCES OF AUTHORITY	
CEWA Policy	Community
Executive Directory	Student Safety, Wellbeing & Behaviour

AIM:

The increased ownership of mobile phones requires that St Mary Star of the Sea College administration, teachers, students and parents take steps to ensure that mobile phones are used responsibly. Increasing sophistication of the technology allows recording of conversations, taking photos and videos and subsequently transmitting these to other phones. Inappropriate use of this technology can be an invasion of privacy, transgress State and Federal laws, lead to harassment or bullying or impact on the reputation of individuals or the College.

In order for students to bring a mobile phone to the College, students and their parents or guardians must follow these guidelines.

SCOPE:
These guidelines apply to all students from Kindergarten to Year 12. For the purpose of this policy, 'mobile phones' include but are not limited to smart watches, electronic communication devices and associated listening accessories such as headphones, AirPods, earbuds, iPods, MP3/4 players and portable gaming consoles.

GUIDELINES:

<u>Use and Storage</u>

Upon arrival at St Mary Star of the Sea College a year K-4 students' mobile phone will be turned off and handed to the classroom teacher. The mobile phone will remain with the classroom teacher for the duration of the school day and not used at any time, including recess and lunchtime. The phone will be kept in a safe place by the class teacher. At the end of the school day, the mobile phone may be collected from the classroom teacher and used.

Upon arrival at St Mary Star of the Sea College a year 5- 10 students' mobile phone will be turned off and placed in the locked box in each classroom/homeroom. The mobile phone will remain in the locked box, for the duration of the school day and not used at any time, including recess and

lunchtime. At the end of the school day, the mobile phone will be removed from the locked box and handed back to students and can be used.

Upon arrival at St Mary Star of the Sea College year 11 and 12 students' the mobile phone will be turned off and placed in the locked box in the 11/12 centre. The mobile phone may be used with permission from staff at any time, including recess and lunchtime in the 11/12 centre only. At the end of the school day, the mobile phone will be removed from the locked box and handed back to students and can be used. Year 11 and 12 students may use their phone outside of the centre at the canteen to purchase their own food or drinks. Phones are to be used only for this purpose and only for the student's own purchases. This is conditional on responsible use. If these expectations are not met, access to phones at recess and lunch will be withdrawn according to the following schedule:

- **1st offence:** No phone use at recess and lunch for 1 week
- **2nd offence:** No phone use at recess and lunch for 2 weeks
- **3rd offence:** No phone use at recess and lunch for the remainder of the term

Student Messages to or from Parents

Parents should call the office if there are urgent messages for students and not telephone the child's mobile as it will not be accessed until the end of the school day. If a child is sick, the Administration staff will call parents or guardians to arrange appropriate care. Students are not to contact their parent or guardian via their phone or device to ask them to collect them from school. This should all be done through the office.

Unacceptable Uses

Students are warned that inappropriate use of mobile phones could be contravening the Privacy Act, Copyright Act, Equal Opportunity Act, Censorship Act, Criminal Code, or Cybercrime Act. These Acts cover such aspects as sexual or racial harassment, bullying in general, possessing indecent material, showing offensive material to a person under 16 years of age, unauthorised access to or infecting communication technology and disclosing personal information. Mobile phones should not be used to incite violence, take photos in toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College.

Theft or Damage

Bringing a mobile phone to the College is at your own risk. The College accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on the College campus or at College functions. Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

Inappropriate Conduct

- Any student/s who has a mobile phone on their person (whether in use or not) during the school day will have it confiscated and taken to the Office.
- If it is a first offence, then students can retrieve it at the end of the day.
- Second offence; parents will be contacted, and the phone remains at school until the end of the following day. Parents may choose to come and collect the mobile phone earlier.
- Subsequent offences; a parent interview will be requested and the Mobile Phone Guidelines discussed.
- Any student who uses a mobile phone in inappropriate ways such as recording audio, taking photos or videos, transmitting inappropriate material or using derogatory or obscene language will be subject to the normal consequences of the Behaviour Management Guidelines as well as confiscation of the phone.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if the offence is serious, the College may consider it appropriate to involve the Police.
- If the student is under 16 and has banned social media apps on their phone parents will be contacted and asked to remove these apps. Further consequences may apply if the apps remain or return.
- Students using mobile phones to bully other students during the school day will face appropriate disciplinary actions according to the Behaviour Management Policy.

Detection of Mobile Phone on Campus

Any staff member may ask if a student has their mobile phone on them. Students may be asked to empty pencil cases, pockets, purses, or bags by the Head of Primary, Secondary or Principal providing another adult is present, and there is reasonable suspicion that they have a mobile phone with them during the school day.

Excursions and Camps

The teacher(s) will have a mobile phone which can be used to send or receive emergency contact calls. It is generally not necessary for students to have a mobile phone with them. Phones will be permitted for long bus trips (ie Geraldton or Perth but will be collected and distributed if the need arises.)

Authorised by	Deborah White	Signature	
Effective Date	1/2/26	Review Date	2029