

# MOBILE PHONE AND SMART DEVICE GUIDELINES

St Leo's Catholic College acknowledges that many parents/caregivers would like their children to carry mobile phones/smart watches for communication and safety purposes.

However, the College also recognises the disruption that mobile phones/smart watches can cause to the learning environment, including problems such as:

- harassment;
- distraction in classes;
- cheating in exams or assignments;
- social division;
- security/theft issues.

To this end, St Leo's Catholic College has adopted the following guidelines in relation to mobile phones and smart watches:

- Parents/caregivers are encouraged (where possible) to communicate with the College if they need to make contact with their son/daughter. The College contact number is 9487 3555.
- The College does not accept any responsibility for mobile phones or smart watches that students bring to school.
- Mobile phones and smart watches must be out of sight during **ALL** formal lessons, Mentor periods, assemblies, in the Library or whilst on a School excursion unless permission has been granted by a teacher.

- **Mobile phones and smart watches will be confiscated until the end of the day** (to be held in Student Services) if they are accessed inappropriately during formal lessons, Mentor periods, assemblies, in the Library or whilst on a School excursion.
- In accordance with NSW Education Standards Authority (NESA), mobile phones and smart watches are not permitted to be with a student during any formal examinations or assessment tasks.
- Students are not permitted to access Social Media platforms from a mobile phone or smart watch at any time whilst on the College premises or at a School event/ excursion.
- The camera, video and/or audio recording capabilities of a mobile phone or smart device are not permitted to be used at School or at a School event without the permission of a teacher.

# INTERNET AND INFORMATION TECHNOLOGY GUIDELINES

At St Leo's Catholic College, internet and network services are used to enhance teaching and learning through the use of digital technologies for communicating, publishing, research and for learning skills. The College is firmly committed

to the proper and responsible use of the Internet and technology by its staff and students, to this end, it requires acceptance and strict adherence to the regulations outlined below:

## Personal Learning Devices (PLD)

The College views our Bring Your Own Designated Device (BYODD) iPad Program as an opportunity to create an environment more conducive to effective innovation in teaching and learning. The College understands that students moving into their Senior years may have different needs depending on their subject selection. It is on this basis, that the College supports both iPads and Apple Laptops in Year 11 and Year 12. The College does consider variations to this policy in exceptional circumstances. To request a variation to the College PLD requirements, communication should occur directly with the Leader of eLearning.

The College recognises that although technology can greatly enhance learning, it is important that students are supported in making responsible decisions regarding the use of technology and digital citizenship. To this end, the following regulations have been adopted:

- **All student PLDs must be out of sight at RECESS and LUNCH.** If students need to use their PLD during this time, for educational purposes only, they must have permission and be supervised by a teacher, such as in the Library.
- **PLDs will be confiscated until the end of the day** (to be held in Student Services) if they are accessed inappropriately during recess and lunch.
- Students are advised that their Internet use and PLD may be monitored and/or controlled by the College whilst on the College campus.

- It is expected that all students will have the required apps installed on their PLD.
- Students must recognise that their device and internet access is primarily for educational purposes (not games, except those approved by staff) and must adhere to this requirement.
- Students may only use earphones with their PLD on College premises with permission from a teacher.
- Students are only to access the internet at school via the College's Wireless Network. Specific network settings or pre-installed settings on PLDs are not to be removed or altered in any way.

## Acceptable use of Internet and Network Services

### PERSONAL SAFETY

Students must not:

- post or publish personal contact information about themselves or their families without permission from their parent/guardian. Personal contact information may include address, telephone, school address, parents' work addresses, email addresses, etc;
- publish a picture/or video or e-mail a picture/ or video of themselves or others without first checking with the teacher;
- meet with someone they have contacted online without their parent's/guardian's approval and participation.

### UNLAWFUL USE

The use of the College's internet and network services must at all times comply with State and Commonwealth laws. It is a criminal offence to intimidate or harass another person online or produce, disseminate or possess images of a person that may be classified as pornography.

Students must not contribute or undertake any action online that could bring the College into disrepute.

# INTERNET AND INFORMATION TECHNOLOGY GUIDELINES

## PRIVACY ISSUES

Students must not:

- post or publish information about another person;
- re-post a message that was sent to them privately without the permission of the person who sent them the message;
- send items of a sensitive or confidential nature by email without prior clarification with the addressee.

## COPYRIGHT AND PLAGIARISM

- Students must not make any reproduction or copy material protected by copyright without the approval of the copyright owner.
- Students are to cite and reference the sources of words, images, music, ideas or information used.
- Computer software must only be used in accordance with licence arrangements.

## ACCESS

- Students must not attempt to gain unauthorised access to any information resources, systems or networks.
- Students must not log in through another person's account nor interfere with another user's files or folders.

## INAPPROPRIATE USE

Students must not use the College's internet and network services to download, display, print, create, save or transmit materials that:

- use obscene, threatening, or disrespectful language;
- are pornographic, advocate illegal or violent acts, or advocate discrimination towards other people;
- cause offence to others or constitute bullying behaviours.

If students accidentally access inappropriate material, they must:

- not show others;
- turn off the screen or minimise the window;
- immediately report the incident to a teacher.

Students must not use the College's internet and network services for personal financial gain, gambling or advertising without the written approval of the College Principal.

## NETWORK SECURITY AND OPERATION

Students must not:

- deliberately engage in any activity that may disrupt the Service's performance or destroy data;
- intentionally spread computer viruses;
- engage in 'spamming';
- download or upload any application without the permission of the teacher;
- move fixed equipment or cables.

Students must report any breakages or malfunction to the teacher.

## Non-compliance with these guidelines

The use of the internet and network service is a privilege, not a right, and inappropriate use will result one or more of the following sanctions:

- confiscation of the mobile phone/PLD (to be held in Student Services) until the end of the day;
- parent/caregiver contact and/or interview;
- cancellation of specific user accounts and/or network access;
- Friday afternoon detention;
- suspension from the College (for serious breaches of mobile phone/PLD use);
- zero mark for an assessment/examination.