

MOBILE PHONE, SMART DEVICE AND HEADPHONE GUIDELINES

St Leo's acknowledges that many parents or carers would like students to carry mobile phones/devices for communication and safety purposes. However, the College also recognises the disruption that mobile phones, smart devices and headphones can cause to the learning environment, including problems such as:

- online harassment;
- distraction in class;
- cheating in examinations, assessments or assignments;
- social division and isolation;
- security/theft issues.

To this end, St Leo's has adopted the following guidelines in relation to **mobile phones and smart devices as well as headphones**:

- **Mobile devices should not be used by students between 8:30am and 3pm.**
- Parents/guardians are encouraged to communicate with their son/daughter by phoning the College on 9487 3555 and leaving a message if they need to contact their child during College hours, rather than contacting them on their mobile phones.
- The College does not accept any responsibility for mobile phones and/or devices that students bring to school.
- **Student mobile phones must be turned off and out of sight during regular College hours (8.30am to 3pm) - this includes both recess and lunch.**

- Mobile phones and devices must be out of sight during formal lessons, Mentor periods, assemblies, in the library or whilst on an excursion unless permission has been granted by a teacher.
- **Mobile phones and devices will be confiscated until the end of the day** if accessed during College hours without teacher permission.
- In accordance with the NSW Education Standards Authority (NESA) guidelines, mobile phones and devices are not permitted to be with a student during any formal examination or assessment task.
- Students are not permitted to access social media platforms from a mobile phone and/or device at any time whilst on the College premises or at a school event.
- Video and/or audio recording capabilities of mobile phones and/or devices are not permitted to be used at school or at school events without the permission of a teacher.

FULL POLICIES

Note the full versions of the **College Mobile Phone and Smart Device Policy**, **Use of Internet and Information Technology Policy**, **Anti-Bullying Guidelines** and other policies and guidelines are available on the College website.