



Personal Technology Device - Acceptable Use Policy

APPLICABLE TO	All Students and Parents of St Mary's Catholic College
DOCUMENT OWNER	St Mary's Catholic College Leadership Team – AP Wellbeing & Engagement
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RELATED DOCUMENTS	Anti-Bullying Policy for Students Policy 2019 Suspension, Expulsion and Exclusion Procedures 2019 Complaints Resolution Diocesan Procedure 2022 Student Wellbeing and Pastoral Care Policy 2022 Students Wellbeing and Pastoral Care Framework 2022 Cyber Safety Agreement

Rationale

The St Mary's Catholic College community is guided by the mantra of learning, safety, and respect. This Policy is in support of St Mary's as a safe and respectful learning community and in response to growing evidence of the negative effects of excessive mobile phone use on young people. We wish to nurture healthy social connections between all students in our care and encourage each to develop a positive and balanced relationship with evolving technology. In this policy, a Personal Technology Device (PTD) will be defined as both a mobile phone, smartwatch, and earphones/pods used for voice, video, photo or text messages as well as music, gaming, social media, and other applications.

Aim

- 1.1 To optimise student learning experiences in class.
- 1.2 To provide opportunities for students to experience and develop quality interpersonal relationship skills.
- 1.3 To address the concerns that students are developing unhealthy habits in regard to the use of personal technology devices and related applications.
- 1.4 To develop an awareness in all students that respect for others in their learning environment is paramount.
- 1.5 To encourage responsible use of personal technology devices.
- 1.6 To avoid classroom interruptions and behavioural issues that are caused by personal technology devices.
- 1.7 To provide consistency in policy and procedure across the College that is clearly understood, agreed upon and followed by staff, students and parents.

Rights and Responsibilities

Students and parents are to adhere to the following expectations about and around the use of Personal Technology Devices (PTD).

Students

- 2.1 Students have the right to own and carry PTD to the College.
- 2.2 Between 8.30 am to 3.08 pm including roll call, lesson periods, meal breaks, transition between classes, assemblies, liturgies, sporting activities, study periods, and bathroom breaks; PTD are not to be used and should be switched off and securely placed in the student's bag.
- 2.3 Students have sole responsibility for the safe storage of PTDs brought onto College grounds.
- 2.4 Students are expected to check class schedules and notices via Compass on their laptops before the commencement of period 1 each day.
- 2.5 If a student is sick, injured, or distressed they must notify a teacher, who will take the necessary care of the student. The student will be escorted to Student Services where contact will be made with the parent or carer.
- 2.6 Students needing to contact parents/carers should do so via Student Services.
- 2.7 If a student is found accessing a PTD during the school day they will comply with staff direction to log the PTD at Student Services for the remainder of the day.

Parents / Carers

- 3.1 Parents/carers are asked to support the College in its attempt to provide classroom environments conducive to maximum learning opportunities.
- 3.2 Parents/carers are advised to contact Student Services if communication with their child is required during the school day.
- 3.3 If parents/carers need to collect their child/children at any time during the school day, they are asked to make contact via Student Services.
- 3.4 Parents/carers are asked to provide a method of payment for their children other than PTD for canteen and Café purchases.
- 3.5 Parents/carers are asked to support the College policy and collect PTDs from Student Services if repeated [3] confiscations occur.

Procedure

- 4.1 Students will place their PTD in their bags for the duration of the school day [8:30 am-3:08 pm] including SPORT and all offsite school activities.
- 4.2 Students observed accessing their PTD during the school day will be directed by staff to hand their device in at Student Services for the remainder of the school day. Students can sign out and collect their property at the conclusion of the school day.
- 4.3 A confiscation register will be kept with Student Services. Repeat confiscations [3] within an academic year will require a parent/carers to collect the device from Student Services.
- 4.4 Repeated [2] parent/carers collection will result in a student, parent/carers, LoWE conference.
- 4.5 The College accepts no responsibility for lost, stolen, or damaged personal technology devices brought onto College grounds.



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