The increased ownership of mobile phones requires that St Ursula’s College administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly within the College environment.

St Ursula’s College has established the following Acceptable Use Guidelines for mobile phones that provides teachers, students and parents guidelines and instructions for appropriate use of mobile phones during College hours.

**In order for students to carry a mobile phone during College hours, students and their parents or guardians must first read, understand and agree to the Acceptable Use Guidelines.**

The Acceptable Use Guidelines for mobile phones also applies to students during College excursions, camps and co-curricular activities.

St Ursula's College accepts that there are genuinely appropriate reasons for students to have access to a mobile phone – for example:

- to contact parents in emergencies before and after school
- to confirm or change a collection time
- whilst travelling on public transport to and from school
- to protect students from everyday risks involving personal security and safety
- mobile phones have also become a useful teaching tool in the classroom e.g. Media

... ACCEPTABLE USE OF A MOBILE PHONE

The following rules apply with respect to mobile phones:

- Courtesy, consideration of and respect for others are paramount at all times.
- Parents and students should ensure that phones are properly and adequately insured as personal property.
- Phones are brought to school **entirely at the owner's risk**. The College **cannot accept any responsibility for theft, loss, damage or health effects** (potential or actual) resulting from mobile phone use on College premises or at College-sponsored functions. Students and parents should be aware, however, that mobile phones are a target for theft and accordingly should always ensure that the phone is kept on the student, handed into the office or to the Pastoral Care teacher. Students should keep the phone well concealed and not advertise that they have one.

- It is strongly advised that students use passwords / pins to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students **must keep their password / pins confidential. Mobile phones and / or passwords must not be shared.**

Parents are reminded that in cases of an emergency the College Office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. **PLEASE DO NOT CONTACT YOUR DAUGHTER VIA HER PHONE DURING SCHOOL HOURS.**
... UNACCEPTABLE USES OF A MOBILE PHONE

- Phones are to be switched off during the school day from 8:30am – 3:15pm. Usages include the sending and receiving of text messages or data. Students may use their phone with permission only from a staff member and in the presence of that staff member.
- Phones must not be taken into examinations. Use of mobile phones to cheat in examinations or assessment will result in severe consequences.
- Phones must not be used to take photos in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the College.
- Use of vulgar, derogatory or obscene language while using a mobile phone.
- It is a criminal offence to use a mobile phone to menace, harass or offend another person. Students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking / sending photos or objectionable images, phone calls and on Facebook and other social networking sites.
- Use of mobile phone to bully another person.
- Use of mobile phone to access internet sites, social networking sites whilst at school.

... CONSEQUENCES FOR INAPPROPRIATE USE

The following consequences will apply if a student does not comply with the rules:

- Students will be given a warning and the phone may be taken for the day. An email is to be sent home by the person issuing the warning.
- If misuse continues the student will be required to participate in community service at a time determined by their Head of Year and parents will be informed.
- Repeat infringements may result in the forfeiture of the privilege to bring a phone onto the premises.
- Serious infringements e.g. bullying, cheating, taking of inappropriate photos will mean that the student faces disciplinary actions as sanctioned by the Principal.
- Infringements may result in the matter being referred to the police. In such cases the parents will be required for an interview with the Principal and/or Assistant Principal – Pastoral Relationships.

Parents / Guardians are requested to sign the Mobile Phone Agreement in the Return to the College booklet.

... IPODS

- Only to be used at discretion of the teacher. IPODS and phones are not to be used at break times.
- Break times are for face-to-face conversation in the grounds.