MOBILE PHONE/IPOD POLICY

Catherine McAuley discourages the bringing of mobile phones/iPods to school to avoid the possibility of mis-use or theft, except where parents believe that a mobile phone is necessary for their daughter’s safety.

POLICY STATEMENT

- Catherine McAuley takes no responsibility for the safety of a mobile phone/iPod when brought to school.
- Students should keep their mobile phone/iPod in their locker which should be locked at all times or keep it in their skirt pocket or left at Student Reception.
- The mobile phone/iPod must be switched off during the school day and not used during class time for any reason.
- Year 11 and 12 are permitted to use iPods in their scheduled Study lesson. The iPod is to be kept in their skirt pocket.
- If a mobile phone/iPod is used during class time it will be confiscated (including sim card) by the teacher and stored in the school safe until the last day of term or until a parent comes to the school during office hours, 8:30am - 4:00pm, to collect the phone/iPod. The mobile phone/iPod cannot be collected by a parent within 24 hours of when the item was confiscated. Students will receive an afternoon detention if their mobile phone/iPod is confiscated.
- If a student re-offends, the mobile phone/iPod will be confiscated and will be retained until a meeting with the parent, student and Year Coordinator to establish a course of action.
- Students with photos or media images of Catherine McAuley students on their phone in uniform will have the mobile phone/iPod confiscated and will be retained until a meeting with the parent, student and Year Coordinator to establish a course of action.
- Mobile phone/iPod is only used as a learning resource in the classroom under the direction of the teacher.

STUDENT RESPONSIBILITY

- To keep their mobile phone/iPod safe during school hours
- To have their name clearly marked on their phone/iPod
- To have their mobile phone/iPod switched off during the school day (with the exception of iPod senior Study lessons)
- Not to use their mobile phone/iPod during class time or recreation time
- Not to use the phone to bully other students, including the use of text messages, emails or photographs
- Not to take photographs at school or of students in school uniform without permission from the school
- To be aware that the school takes no responsibility for a lost mobile phone/iPod

STAFF RESPONSIBILITY

- If a mobile phone/iPod is confiscated, the teacher is required to place it in an envelope with the student’s name, homeroom, date taken and by whom, and seal the envelope.
- The sealed envelope is handed to the Assistant Principals’ Secretary who documents the item in a registry before placing it in the school safe until collected by a parent.
- Staff must not keep students’ mobile phone/iPod in their possession.