As a trial, and after considerable staff discussion throughout 2013, we amended our student ICT guidelines, known as Loreto College, Technology and Me. This change is effective as of the commencement of Term 2. The relevant section of the agreement, entitled Mobile Devices, is included below so that all families are reminded about expectations of the students while they are at school:

- Mobile devices are part of a range of technology, and include but are not restricted to: smartphones, mobile phones, ipods, mp3 and music players, tablets, ipads, personal digital assistants and personal media devices including gaming machines.
- Mobile phones and other digital devices may only be used during lessons with teacher approval (Year 6 – 12) if the activity is deemed to enhance learning and they are set to silent. Students should not be receiving / responding to calls or text messages during lesson time, whether that is face-to-face teaching time or non-instructional times (commonly referred to as ‘free’ lessons). Class times include all instructional spaces and especially the use of York Library and Yr 12 Study Room where no calls should be made and received and no texting is undertaken. This also applies to corridors when moving between lessons, as a matter of safety more than anything else. These areas will be call-free and text-free zones.
- Students will put mobile phones away at Recess and Lunch times. If there is an emergency situation and the student must be contacted, Student Services can be contacted on 8334 4224 or via email to StudentServices@loretos.edu.au. The message will be passed to the student promptly. We especially request that parents understand that when their daughter accesses her phone to respond to them, she may be in breach of the Technology Agreement.
- The mobile phones and digital devices of students in Years 6-7 should be secured in their allocated school locker by a locking mechanism until the end of the school day.
- The mobile phones and digital devices of students in R-5 should be handed to staff at Reception on the Junior School Campus for secure storage until the end of the school day. If attending OSHC, the devices must be handed to the supervisor and collected prior to departure. If attending any training / special event, the device should be secured within the student’s school bag.
- Texting is not permitted during class time or other school related activities.
- Portable digital devices should not be used to record audio, video or still shots in change rooms, toilets, classrooms or in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.
- Students are reminded to use low volume for short periods of time and to refrain from sharing ear buds.
Portable digital devices are not to be used when moving about the College for reasons of safety.

Breaches of the Agreement by any student will result in a **reprimand** and the **confiscation** of the device where it will be taken to Student Services before 12:00 or to Reception after 12:00 and can be collected from Reception at the **end of the day** on the Senior Campus. Students from R-7 can collect their device from Reception on the Junior Campus. Devices suspected on being used for criminal activity will be asked to be handed to the appropriate staff member who will ensure its safe storage in the College safe. Police action will sought.