



These Procedures are Applicable to All Students

1. Purpose

To provide clear guidelines and procedures for the use of digital devices by students within the school environment to support a focused, safe and respectful learning atmosphere.

2. Scope

These procedures apply to all students enrolled at the school during school hours, including recess and lunch breaks, before and after school (while on school grounds) and school-organised activities on and off campus.

3. Policy Summary

- Mobile phones and other similar digital devices, including smart watches, are not to be used by students during school hours, on school grounds or at any school-organised event.
 - Mobile phones and other similar digital devices, including smart watches, must be switched off and kept out of sight (e.g. in bags) from the time students arrive at school until they leave the school site following dismissal.
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4. Communication and Notification

- The policy will be communicated to students, staff, and parents/carers as required throughout the year.
 - Information will be included in the school website.
 - Teachers, parents and students will regularly be reminded about the school's expectations.
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5. Breach of Procedure

- If a student is found using a digital device in a prohibited time, the device will be confiscated.
 - Confiscated phones will be securely stored in the school office and returned to the student at the end of the day, or a parent/carer at a mutually convenient time.
 - Teachers will document the incident and notify the appropriate executive staff member.
 - Repeated breaches may result in further disciplinary action consistent with the school's behaviour management policy.
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6. Responsibilities

Staff Responsibilities

- Staff are responsible for monitoring student compliance during class and break times.
- Staff will document and report breaches to the school leadership team promptly.

Parent/Carer Responsibilities

- Support the school's policy by ensuring students understand and comply with the expectations.
 - Contact the school office if an urgent message needs to be passed to a student during school hours.
 - Collect confiscated devices as required.
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8. Special Circumstances

- Students requiring mobile phones for medical or safety reasons must have an approved exemption documented with the school leadership.
- In such cases, the device must remain off and stored unless permission is granted for use.