



## Mobile Phone and Smart Device Policy

### Purpose

To explain the College's requirements and expectations relating to students using mobile phones and smart devices during school hours.

### Scope

1. All students at Marymede Catholic College and,
2. Students' personal mobile phones and other mobile devices brought onto school premises during school hours.

### Definitions

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A **smart device** is an electronic device, generally connected to other devices or networks via different wireless protocol such as a Smart Watch and/or fitness tracking device.

### Policy

The College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school, for co-curricular activities and for other personal or family reasons.

Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker. It is each student's responsibility to maintain and use a fully functioning padlock on their locker.

Mobile phones are not to be used during the school day. This means students are not permitted to take their mobile phones to class; and are not permitted to carry them on their person for the entire school day. Smart devices must have their notifications turned off.

Families are able to contact a student through the student administration office during the day.

Mobile phones used during the day will be confiscated and stored securely at the Student Administration Office. In these circumstances, the mobile phone will usually be returned to the student at the end of the school day. When the mobile phone is confiscated 3 or more times, the Parent/Guardian must collect at the end of the school day in consultation with the House Coordinator or delegate.

### Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student.



### 1. Learning-related exceptions

Specific exception	Documentation	Approval by
For specific learning activities (class-based exception)	Unit of work, learning outcome	Principal or Deputy Principal, Learning and Teaching
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.	Individual Learning Plan, Specialised Learning Plan.	Principal or Deputy Principal, Learning and Teaching or Wellbeing Leader

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation	Approval by
Students with health conditions	Student Health Support Plan	Principal or Deputy Principal, Staff and Operations
Students who are young carers	A student record / notes provided	Principal or Deputy Principal, Staff and Operations

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation	Approval by
Travelling to and from excursions	Risk assessment planning documentation Part of the curriculum	Principal or Deputy Principal/s,
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning and forward planning recommendation	Principal or Deputy Principal/s,
Students with a dual enrolment	Memorandum of Understanding (ie. VET or VCAL)	Principal or Deputy Principal/s,

Where an exception is granted, the student can only use the mobile phone for the purpose for which it is granted.

#### Enforcement

Students who use their personal mobile phones inappropriately at Marymede Catholic College may be issued with consequences consistent with our College's Code of Conduct.



**A COMPLETE EDUCATION**  
A PREP TO YEAR 12 CATHOLIC CO-EDUCATIONAL COLLEGE



### **Secure Storage**

When a student brings a mobile phone to school, it is at their own risk. Secure storage is offered via a Locker which requires a student padlock. Alternatively, in exceptional circumstances students can hand their phone to the student administration office to be placed in a secure location.

### **Related Policies and Resources**

Bullying Prevention & Intervention Policy

Cyber Safety Policy

Information & Communication Technology Policy

Social Media Policy

Student Photographs and Privacy Policy