

## Mobile Phone Policy

### RATIONALE

All Emmanuel College policies are compliant with child protection and safety legislation. The College recognises that mobile phones enrich our lives when used appropriately, and as a school, we encourage critical and creative use of technological resources. We also acknowledge that when used inappropriately mobile phones can be a distraction to teaching and learning and pose a risk to people's wellbeing.

### SCOPE

This policy relates to all staff, students, and their mobile phones and personal devices at the College.

### DEFINITION

**Mobile phone** – for the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY STATEMENT

This policy outlines Emmanuel College's expectations of students and their conduct when using a mobile phone or other personal mobile devices, such as smart watches during school hours. Emmanuel College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. It is at the parent/guardian's discretion as to whether their child brings a mobile phone to school. If a student does bring a mobile phone to school, they are agreeing to comply with the contents of this policy.

Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours, this includes recess and lunch.

- Exceptions to this policy may be applied if certain conditions are met (eg health related devices).
- When emergencies occur, parents/guardians should reach their child by calling the College's office on 5560 0888.

Students are encouraged to leave their phone at home. Students who bring a mobile phone to the College do so at their own risk and any loss, damage, or theft of mobile phone is their responsibility (each student has a lockable locker).

Emmanuel College reserves the right to check the content of phones for inappropriate material or evidence of use that is inappropriate and breaches any relevant College policy or contravenes any relevant law.

Emmanuel College reserves the right to stipulate conditions for use at particular times.

### GUIDING PRINCIPLES

1. Students will keep their mobile devices switched off and locked in their locker between 8.45 am and 3.25 pm.
2. Parents/guardians and students will be notified on the permission letter if phones may be used on a school excursion or camp.
3. Students will not use non-school wifi to access the mobile network. This includes the use of a smartwatch or other device with access to mobile broadband.
4. Students will not use mobile phones in banned spaces, for example changerooms, toilets, gyms, and swimming pools.

5. Students are not permitted to take photos, film or stream any individual or group and their activities without their knowledge or permission and the consent of the College whilst at school or during school approved activities.
6. Students are not permitted to upload or share any photo or video files of staff or students to social media sites whilst at school/home or during school activities (unless this is under the guidance of a class related activity).
7. Students are not permitted to upload or share any photo or video files of staff to social media sites at school or at home without permission.
8. Students must not use mobile phones to send harassing or threatening messages.
9. Students must not access inappropriate or illegal materials or bring the College or any member of its community into disrepute.
10. Students are not permitted to use mobile phones at College gatherings and events, eg assemblies, masses without the direct permission of the College.
11. Students must not take their phone or wear a smart watch into any examination or assessment task (this includes after school study hall and catch-up assessment times).
12. Mobile phones should not be used by a student if unwell to contact home, in this instance students are to report to the office and parents will be contacted by the College.
13. Mobile phones must not be used to bypass school procedures in relation to school-parent contact, such as the official notification of student illness or early departure from school. The College asks parents/guardians who need to contact their child to confine their mobile calls to before or after school. Any parent/guardian who needs emergency contact with their child can ring the school who will pass on the message.
14. Students are not to use smart watches for sending messages or accessing the internet during the school day.
15. Whilst mobile phones are permitted to be taken on some camps, they must be handed in to supervising staff in the evening to be securely stored overnight.
16. Mobile phones are not permitted to be used to purchase food at the canteen or school events where students are required to make purchases.
17. Students have limited access to their phone when in the library before and after school. Mobile phones are to be kept in school bags during these times with limited use, such as text messaging a parent to arrange pick-up.

## **IMPLEMENTATION GUIDELINES**

### **Non-compliance with guidelines for student use**

Students who use their personal mobile phones and/or smart watches inappropriately at Emmanuel College may be issued with consequences consistent with the school's existing Behavioural Management and Against Bullying and Harassment policies. Inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted (see below), and particularly any breach of the Guiding Principles.

1. If a student is found to be in possession of a mobile phone and has not been granted an exemption, the phone will be confiscated until the end of the school day. The student will be behaviour tracked by the confiscating teacher and the phone will be taken to the College office. Parents/guardians will be notified, and they will be asked to collect the phone for the child at the end of the school day.
2. The mobile device will not be handed to the student without the presence of a parent/guardian.
3. If a student commits a second offence, their phone is confiscated, the student is behaviour tracked, and parent/guardian contact is made by the Year Level Coordinator, Head of House, or Director of School. The parent/guardian must collect the phone from the Year Level Coordinator, Head of House, Director of School, or Assistant Principal at the end of the school day or the next available meeting time to ensure an appropriate discussion is held regarding supporting the College's Mobile Phone Policy.
4. If a third offence is committed, parent/guardian contact will be made by the Deputy Principal or Assistant Principal and a meeting will be scheduled with the parents/guardians and student and the Student Behavioural Guidelines will be enforced in relation to defiance and unacceptable use of mobile phones.

5. If a student is caught photographing, filming or streaming people without their or the College's consent, or sending harassing or threatening messages, the student's phone will be confiscated immediately, and an investigation will be undertaken by the College. The College will apply appropriate consequences and pass information and the phone over to the Police if the nature of the matter is illegal.
6. Failure to hand in a mobile phone on a school camp will result in the phone/smart watch being confiscated for the remainder of the camp and a follow up meeting with a parent upon return from camp.

NOTE: If, on any occasion a student refuses to hand over their mobile phone when requested by a teacher, the teacher will request assistance from a senior member of staff. If the student still refuses to comply, parents/guardians will be contacted and required to collect their student from the College and make an appointment to resolve the issue, prior to the student returning to school.

### Permission to investigate

The Principal and authorised representatives of the College can declare and ban harmful items from school premises, or in the possession of students at school or when engaged in teacher supervised activities.

1. Parents/guardians give permission for the College to investigate students for any suspected inappropriate use of mobile devices and other technologies.
2. This permission includes the right for College staff to look through the mobile device and apply penalties for any inappropriate material found stored on the device.
3. Parents/guardians give permission and accept that disciplinary action as sanctioned by the Principal may result. This permission is given regardless of the time or place that the unacceptable use or inappropriate conduct has occurred.
4. Looking through a student's mobile device will only occur in the presence of the student and a Year Level Coordinator, Head of House, Director of School or Assistant Principal.

### Exceptions

Exceptions to the policy may be applied during school hours if certain conditions are met, specifically:

- health and wellbeing-related exceptions; and
- exceptions related to managing risk when students are offsite.

Exceptions can be granted by the Principal or nominated representative in accordance with the categories outlined below:

#### Health and wellbeing-related exceptions

Specific exception	Documentation required
Students with a health condition	Student health support plan
Students who are young carers	A localised student record

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

Specific exception	Documentation
Students on excursions and camps	Risk assessment planning and parent/guardian notification will be included in documentation
When students are offsite (not on school grounds) and unsupervised with parent/guardian permission	Risk assessment planning and parent/guardian notification will be included in documentation

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

### Camps, excursions, and extra-curricular activities

Emmanuel College will provide students and their parents/guardians with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

### Exclusions

This policy does not apply to:

- Travelling to and from school
- Students undertaking workplace learning activities

### POLICY REVIEW

This policy is reviewed every two years or as needed and will be communicated to the College community via SIMON and the Parent Access Module (PAM).

### RELATED DOCUMENTS/LINKS

Behaviour Management Policy

Student Behavioural Guidelines

Against Bullying & Harassment Policy

Child Safety and Wellbeing Policy

Student Laptop Agreement

[Department of Education and Training – Mobile Phones Student Use](#)

### REVIEW HISTORY

Version	Date released	Next review	Author	Approved
1.0	November 2019	November 2021	Assistant Principal – Students	Board of Management
2.0	August 2021	August 2023	Assistant Principal – Students	College Management Team
3.0	November 2022	November 2024	Assistant Principal – Students	Pastoral Care Team College Leadership Team
4.0	February 2026	February 2028	Assistant Principal – Students	Pastoral Care Team College Leadership Team