



**St Margaret
Mary's School**

School Policy & Procedures

Mobile Phone Policy for Staff and Students

Reviewed	2025
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Next reviewed	2028
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Purpose

At St Margaret Mary's School, we are committed to fostering a safe and stimulating learning environment for all students. This procedure aims to:

- Promote a secure environment by minimizing the negative impacts of inappropriate device use at school, including cyberbullying, exposure to harmful content, and incidents involving smart devices.
- Maintain an effective learning environment where teachers can teach, and students can learn without distractions caused by personal devices.
- Safeguard valuable personal devices, which are susceptible to loss, theft, or damage in a school setting.

Scope

This procedure applies to the use of mobile phones and personal devices, including but not limited to:

- Mobile phones and smartphones.
- Smartwatches* and other wearable devices capable of making calls, sending messages, or connecting to the internet.
- Laptops, iPads, and tablets not owned by the school.
- Any other digital device capable of connecting to cellular networks or the internet.

*Smartwatches may be worn during the school day but must remain in airplane mode.

Devices required for specific health management (eg glucose monitoring) will be managed separately.

This procedure outlines guidelines for the management of student use of mobile phones and personal devices in the following contexts:

- Before and after school, on school grounds.
- During school hours.
- While participating in authorised school activities, such as co-curricular programs, camps, and excursions.
- The school does not provide insurance for personal property brought to school. Mobile phones and personal devices are brought to school at the owner's risk, and St Margaret Mary's School will not be held liable for any loss, theft, or damage.

Parent Communication

- Parents wishing to relay a message to their child should contact the School Front Office, which serves as the primary point of communication—even in emergencies. SeeSaw to be utilised for non-urgent communication.
- If a student encounters an issue at school, it will be addressed by the teachers and/or support staff. Matters will be managed within the school context, and parents will be notified if necessary.

Staff Responsibilities

- Teachers overseeing excursions and camps must ensure a mobile phone is carried and its number is provided to the school.
- Staff should refrain from using personal mobile phones during student or parent contact times and meetings.
- Teachers will collect students' mobile phones at the beginning of the school day, store them securely in a school-provided safety box, and return them at the end of the day.
- Teachers will explain and establish clear expectations and procedures for mobile phone use at the start of the academic year.

Student Responsibilities

- Students are discouraged from bringing mobile phones or smartwatches to school unless necessary for their safety during travel to and from school.
- Smartwatches must remain in airplane mode during the school day.
- Students are prohibited from using mobile phones during school hours or events.
- Mobile phones must be handed to the class teacher for safekeeping at the start of the school day and collected at its conclusion.
- Mobile phones should remain in students' bags between 8:30 and 8:45 a.m. and after school until off school premises.
- Misuse of mobile phones or other devices by students will result in logical consequences designed to encourage the development of responsible behaviour.

Supporting documentation:

CESA ICT Acceptable Use Guidelines

CESA ICT Acceptable Use Policy

Responsible Use of ICT Agreement