



PERSONAL COMMUNICATION Devices Policy

Purpose

St Mary MacKillop College is committed to providing a learning environment that promotes student engagement, wellbeing, respectful relationships, and academic achievement. Personal communication devices can distract from learning and compromise privacy and safety.

This policy outlines expectations for the possession and use of personal communication devices at the College.

Scope

This policy applies to all students from the time they arrive at school until the conclusion of the school day, including recess, lunch breaks, assemblies, excursions, and other school activities.

Personal Communication Devices

Personal communication devices include, but are not limited to:

- Mobile phones
- Smart watches
- Tablets
- Earbuds and headphones
- Wearable technology
- Any device capable of sending or receiving messages, accessing the internet or social media, taking photographs, recording audio or video, or sharing digital content.

Student Expectations

Students in Years 7-12 may bring personal communication devices to school.

However, devices **MUST**:

- Be kept in their lockers during the school day.
- Be switched off or placed in flight mode.
- Remain in lockers unless authorised by a staff member for an educational purpose or approved medical reason.

Smart watches may be worn but must be placed in Airplane Mode, School Mode, or an equivalent setting and must not be used to send messages, make calls, receive notifications, access social media, browse the internet, or take photographs or recordings. Breaches involving smart watches will be treated as breaches of this policy.

Students must **NOT** use personal communication devices to:

- Send or receive text messages.
- Access social media or messaging applications.
- Check notifications.
- Stream content or play games.
- Take photographs, videos, or audio recordings.
- View, share, or post digital content during the school day.

The College will not be responsible for the loss or misuse of a student's mobile phone or electronic device.

Privacy and Respect

Students must not use personal communication devices to photograph, film, record, or share content involving other students, staff, or visitors without permission.

Misuse of a device may also result in consequences under the College's Student Behaviour, Bullying, or Digital Technologies policies.

Consequences for Breaches

FIRST BREACH

- Device confiscated until the end of the school day; and
- Lunchtime detention.

SECOND BREACH

- Device confiscated until the end of the school day; and
- Device handed to Student Reception each morning for five school days; and
- Afterschool detention.

THIRD BREACH

- Device confiscated until the end of the school day; and
- Device handed to Student Reception each morning for five school weeks; and
- Afterschool detention; and

- Parent/carer and student meeting with Head of School.

FOURTH BREACH

- Device confiscated until the end of the school day; and
- Device handed to Student Reception each morning for one full school term; and
- Parent/carer and student meeting with Head of Secondary.

FIFTH BREACH

- Device confiscated until the end of the school day; and
- Device handed to Student Reception each morning for remainder of the school year; and
- Parent/carer and student meeting with Principal.

Communication with Students During the School Day

Parents and carers should contact students through Student Reception during school hours. Students requiring contact with a parent or carer should seek assistance from Student Reception staff.