



Electronic Device Policy and Procedure

Policy

Definitions

Mobile phones, Tablets, Cameras, iPods

Rationale

Mobile phones (with cameras, internet connection and recording mechanisms) and other electronic devices are an integral part of modern living. They have become a convenient and useful mode of communication and entertainment. They serve an important role in enhancing contact with the world, providing immediate access to information, giving families a sense of security and providing individuals with hours of entertainment.

Acknowledging the above, the number of mobile phones and other electronic devices at schools has sharply increased in recent years. If students bring a mobile phone or electronic device to school, then they must comply with guidelines.

Guidelines

1. These devices must remain in a student's locker unless otherwise directed.
2. At times, these devices may be used as an educational resource, if this is the case students will be notified. At the end of the lesson, devices must be returned to the locker promptly.
3. Misuse of these devices will be dealt with through our Behaviour Support Policy.

These devices when used correctly have a positive contribution to the communication and education of students.

Use of these devices for excursions and camps is explained in information that goes home in the lead up to each excursion or camp.

Procedure

Mobile devices are not permitted to be used (or visible) before school from the time students enter the College grounds, until students are released from class at 2:50pm.

If mobile phones are required by students, they are encouraged to leave these at the office or in their lockers. Parent contact must be made through the College office.

Any student in possession of a mobile device will have it confiscated and handed in to the College office. Non-compliance from students will not be tolerated – refusal to hand mobile devices to staff will result in referral to the Deputy Principal and an afternoon detention.

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| Responsibility for implementation: | Staff, students, and parents/guardians |
| Policy status: | Revised |
| Key stakeholders: | Staff, students, and families |
| Endorsement Body: | Senior Leadership Team |
| Policy Author: | DP |
| Date of Review: | 2025 |
| Date of Scheduled Review: | 2027 |

The content of this document can be changed at the College's discretion at any time without notification.