



## Student Mobile Device Policy

Review Schedule	
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Author	College Leadership Team
Approved By	College Leadership Team

# 1. Purpose

1.1 MacKillop Catholic College is committed to preparing students to be future-ready, ethical users of technology. We promote personal responsibility and safe practices in the use of digital tools, ensuring students understand both the benefits and potential risks. By fostering these habits now, we aim to equip learners with the skills and mindset needed to navigate technology responsibly at the College and beyond the College environment.

# 2. Aim

2.1 Mobile devices at MacKillop are "Not Seen, Not Heard". This means that all students are required to keep their mobile devices in their bags or lockers (which must be locked with a padlock) and switched off during school hours.

# 3. Scope

3.1 This policy supports a K-12 College.

3.2 This policy refers to the use of mobile devices at school.

# 4. Definitions

4.1 Mobile device: mobile phones or other devices using a carriage service; this includes wearables such as 'Smart Watches', AirPods and tablets (excluding devices included in the College's BYOD program).

4.2 Mobile device usage: this includes but is not limited to the making of calls; sending of and receiving messages and images; the taking of images; recording of video; accessing the internet; accessing phone applications (including social media) and using a handheld device.

4.3 The term "at school" refers to all authorised College events, including, but not limited to, carnivals, excursions, camps, and retreats.

4.4 'Wearable ear devices' excludes hearing aids or devices.

# 5. Policy

**5.1 Possession of Mobile Devices:** Students are permitted to bring mobile devices to school, however, these must be kept out of sight (in the student's school bag) and switched off during specified hours.

**5.2 Accessing Mobile Devices:** During the hours of 8.45 a.m. to 3.00 p.m. daily, students are not permitted to access their mobile devices, including associated accessories/wearables. Smart watches are to be in 'School mode' if applicable.

**5.3 Use during Break Times:** During Breaks 1 and 2/Recess and Lunch, students are not permitted to use mobile devices. Students are encouraged to actively engage with other students during breaks, talking, playing sport, participating in organised activities, and meeting with their peers to socialise.

**5.4 Personal or domestic emergency:** In these cases, for example, where a student needs to urgently speak with a parent/carer students must first request permission from their Leader of Wellbeing or Leader of Learning & Teaching or Classroom Teacher (from K-6) to access their device.

**5.5 In the case of an emergency:** (e.g. lockdown, evacuation or critical incident), mobile devices are not to be used under any circumstances. This is in line with existing emergency protocols.

**5.6 Student Responsibility:** Mobile devices must not lead to disruption or distractions to learning.

**5.7 Bullying:** Mobile devices cannot be used for cyberbullying, intimidation or the taking, designing and distribution of images without personal consent.

**5.8 Loss or damage:** The College does not take responsibility for any loss or damage to personal student devices.

**5.9 Parent/Carer support:** The College values parental support in reinforcing responsible mobile device use with their children.

**5.10 English as an Additional Language or Dialect (EAL/D):** It is recommended that EAL/D students utilise their BYOD Device for the purpose of translation if required.

## 6. Exceptions

**6.1 Students diagnosed with Diabetes:** are permitted to have their mobile device on their person at all times and are permitted to check their device regularly during the school day, including during class time and during tests/examinations/assessment tasks. This allowance is supported by the student's Health Management Plan. This is reviewed annually. For further information, contact the Director of Learner Diversity.

**6.2 Students diagnosed with Sensory Processing Disorder:** This policy does not apply to the use of noise-cancelling headphones or wearable ear devices that are specifically documented and approved within a student's Learner Diversity Individual Plan. This is reviewed annually. For further information, contact the Director of Learner Diversity.

**6.3 Students with noise sensitivity identified within their formal diagnosis:** This policy does not apply to the use of noise-cancelling headphones or wearable ear devices that are specifically documented and approved within a student's Learner Diversity Individual Plan. This is reviewed annually. For further information, contact the Director of Learner Diversity.

**6.4 Students with a disability:** are able to have their mobile device on their person when identified in their current Individual Plan after written authorisation from a Psychologist and in collaboration with the College. This is reviewed annually. For further information, contact the Director of Learner Diversity.

## 7. Consequences of non-compliance

7.1 Failure to comply with this policy will result in consequences. These consequences are cumulative over a school Term.

- 7.1.1 First occurrence: Device confiscated and secured in the administration office. The student cannot collect their device from the office until 3pm. Any exceptions to collecting a device prior to the end of the school day must be approved by the Director of Wellbeing.
- 7.1.2 Second occurrence: Device confiscated and secured in the administration office. A parent/carer must retrieve the device from the administration office and meet with a Leader of Wellbeing or the Director of Wellbeing or Wellbeing Lead (Junior or Middle School).
- 7.1.3 Third occurrence or Refusal: Parent collects child; re-entry contingent on a meeting at the College.