



# SMART Device Policy

Last Updated: 11/02/2025

## Policy Statement

This policy provides clear guideline to staff, students, and parents of acceptable use of SMART Devices and mobile phone on campus during school hours. In brief, no SMART device or mobile phone is to be visible or used from 8.27am – 3.00pm on school grounds. This policy also applies to students during all school related activities.

This policy:

- Proactively manages the use of mobile phone/SMART devices during the school day.
- Ensures that mobile phone/SMART device usage does not have deleterious effects on any aspect of a student's school life.
- Clarifies the responsibilities of students & staff.
- Promotes acceptable mobile phone/SMART device usage.
- Contributes positively to the health & safety of the College community.

The College recognizes that parents equip their daughters in high school with mobile phone/SMART device for a variety of reason including personal safety, security, and ease of contact. The College provided guidelines for acceptable use during school hours to ensure the wellbeing and learning is a focus while the students are in the College's care.

## Rationale

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. This policy ensures that mobile phone/SMART device use during school hours is managed in a consistent way and therefore ensures that students, parents/carers and teachers all understand the rules of the College regarding the use of mobile phone/SMART devices during school hours, in particular, learning time.

## Definitions

SMART device: a SMART device (also known as a wireless phone, cell phone or cellular telephone) is an electronic device, generally connected to other devices or networks via different protocols such as Bluetooth, NFC, WiFi, 3G, etc., that can operate to some extent interactively and autonomously.

This device can also appear as a watch or Fitbit and can be worn in the same way. It can make and receive calls, text, other messages, take photos and videos and give directions, as well as having many other capabilities, while moving within the phone service area or connected to Wi-Fi. SMART devices are also known as SMART phones or SMART Devices and are used to communicate in a wide variety of ways.

## Rules and Regulations

The College accepts no responsibility for the security of mobile phones/SMART device.

Safe keeping of mobile phone/SMART device is the responsibility of the owner. Students who bring mobile phone/SMART device are advised to keep them well concealed and not 'advertise' they have them, to reduce the risk of theft during school hours. Mobile phones should be secured, out of sight, locked in locker or handed in at the Office.

Using mobile phone/SMART device/Photography/video to bully or threaten other students is unacceptable and will not be tolerated – in some cases it may constitute criminal behaviour. The mobile phone must be turned off when the first bell for morning House Group is rung. The mobile phone should not be used again throughout the day until after school finishes unless teacher permission is granted. If permission is granted for use as a calculator, internet device or similar the phone must be placed on the student's desk in clear view to be monitored by the teacher for designated use.

If a student uses a mobile phone/SMART device in class or in the school grounds without permission the student will have their phone confiscated and place at the College Student Services. Any students who use vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions.

Students with mobile phones/SMART device may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, phone apps and phone calls.

Parents are reminded that in case of emergency, the first port of call to contact their daughter is through the College Office. Students are not permitted to talk to parent (or text) during the school day.

Photographs, videos, or any type of recording, in particular for social media purposes, should not be taken without permission of the person.

Students using mobile phones/SMART device to bully other students will face disciplinary actions according to the College Discipline Policy.

Mobile phones/SMART device which are found in the college and whose owner cannot be located should be handed in at the Student Services. (Students are required to mark their mobile phone clearly with their Name)

Students with mobile phones/SMART device must keep their password/pin number confidential. Mobile phones and/or password may not be shared.

Students must not take mobile phones/SMART device into examination rooms. Should students be found to have their mobile phones/SMART device they will be asked to place them on their desk in clear view as visible evidence that the mobile phone is turned off for the duration of the examination.

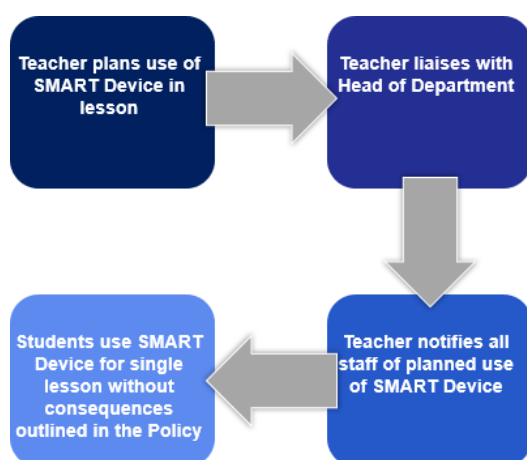


Mobile phone/SMART device are not to be used in change rooms or the bathrooms.

The use of mobile phones/SMART device in a whole school emergency/lockdown evacuation is forbidden for safety reasons.

### Procedures

School Rule: Mobile phone/SMART devices, if brought to school, are to be kept in the lockers between the hours of 8.27 am and 3.00pm or left at home. They are to be turned off during these hours – unless in exceptional circumstances when required during a class approved time. In such instances, the teacher will liaise with the Head of Department and notify all staff members of the use of the mobile phone/SMART device by students in that lesson. Students in File and TV New Media will be wearing lanyards to identify they have permission to use their mobile phones/SMART device.



### Consequences

Students in breach of this policy must hand the mobile phone/SMART device to the teacher who asked for it. Confiscated mobile phone/SMART device are to be placed in an envelope clearly labeled with the student's name/date and be signed into the Student Services through the Mobile Phone/SMART device Registry by the teacher.

For the third breach, students will be required to submit their phone into the student reception at the start of the school day for a 1-week period.

A further breach will be referred to the Deputy Principal.

Students found to be in possession of a mobile phone during an exam or similar may be found to be in breach of exam security and results may be forfeited.

Should lessons be disrupted by inappropriate mobile phone use, the students will be referred to the Deputy Principal.



If a student is in breach of the school rule the following consequences will apply:

