Acceptable Use Mobile Phone and Wearable devices Policy and Procedures

Purpose
This policy sets out the college's expectations for the possession and use of mobile phones and wearable devices by students. It supports safe, supportive and focused learning environments, promotes student wellbeing and inclusion, and protects the privacy and safety of all members of the college community.

Scope
This policy applies to students:

- during the school day
- while attending school activities such as excursions, camps and representative sport
- while participating in off-site programs, vocational education and training, or work placements, unless the host organisation's requirements apply.

Definitions
For the purpose of this policy, mobile phones and wearable devices include any personal device that can be used to communicate, send or receive notifications, capture, store or transmit images, audio or video, access digital content, or otherwise record information.
This includes, but is not limited to:

- mobile phones
- smartwatches
- smart glasses
- earbuds and headphones
- handheld communication devices
- fitness bands and similar wearable technology
- recording-capable wearable devices, including devices that are not connected to the internet
- other emerging technologies with communication, notification, camera, audio, video or recording functions.

This policy does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use under the college's Bring Your Own Device (BYOD) arrangements.

Policy statement
The college requires that student mobile phones and wearable devices, including smart glasses and recording-capable wearables, are managed in a way that minimises distraction, supports learning, protects privacy and promotes respectful behaviour.
Students must comply with the year-level arrangements set out in this policy unless an approved exemption applies.

Whole-college expectations
Students must not use mobile phones or wearable devices during the school day unless expressly authorised under this policy or by a staff member.
Students must not use smart glasses, smartwatches, earbuds, headphones or other wearable devices in a way that enables communication, notifications, recording, listening, viewing or interaction during the school day unless authorised.
If a student needs to contact a parent or carer during the school day, they must seek permission from staff and use the appropriate college process.
If a parent or carer needs to contact a student during the school day, they should do so through the college office.

Year-level arrangements
Prep to Year 6
Mobile phones and wearable devices must be switched off and handed in at the Primary office in the morning.
Devices are to be collected at 2:40 pm.
Students are not permitted to carry or use mobile phones or wearable devices during the school day.
Notifications on wearable devices, including smartwatches and smart glasses, must be switched off so that calls, messages and other notifications cannot be sent or received during school hours.
If a student needs to make a telephone call during the day, they must ask permission from the class teacher and use a school telephone.
Any mobile phone or wearable device used during the day without approval will be removed, turned off and stored in the school office for collection by a parent or guardian.

Years 7 to 12
Mobile phones and wearable devices must be switched off when students enter the college grounds.
Devices must be kept out of sight for the full school day unless authorised under this policy.
Notifications on wearable devices, including smartwatches and smart glasses, must be switched off so that calls, messages and other notifications cannot be sent or received during school hours.

Acceptable Use Mobile Phone and Wearable devices Policy and Procedures

Headphones and earbuds may only be worn or used in specific supervised contexts authorised by staff, including approved learning activities, health needs or agreed adjustments.
Mobile phones may be used at the tuckshop, uniform shop or office for the purpose of EFTPOS payment.
Any mobile phone or wearable device used during the day without approval will be handed in to the office, turned off and stored for collection by the student at the end of the day.

School activities and off-site settings
This policy also applies to student attendance at school activities, including excursions, camps and representative school sport, unless otherwise determined by the principal.
Students may only use a mobile phone or have wearable device notifications enabled during these activities if they have an approved exemption for medical, disability and/or wellbeing reasons.
Students participating in off-site vocational education and training or work placements must also follow the expectations of the organisation in charge regarding the use of mobile devices.

Approved exemptions
The principal or delegate may approve temporary or ongoing exemptions to this policy on a case-by-case basis.
An exemption may be considered where a mobile phone or wearable device:

- is used to monitor or manage a medical condition
- is an agreed reasonable adjustment for a student with disability or learning difficulties
- is used as an augmentative or alternative communication system
- is used as an aide to access and participate in the environment, including navigation or object/people identification applications
- is an agreed adjustment for a student with English as an additional language or dialect
- is required because of extenuating circumstances
- is required for assistive technology in connection with Access Arrangements and Reasonable Adjustments (AARA), where applicable.

Proposed formal process for confirmation:

- exemption requests are submitted to the college in writing
- supporting documentation is provided where relevant
- approval is recorded by the principal or delegate
- approved conditions of use are communicated to relevant staff.

Theft, loss and damage
Students are required to clearly mark their mobile phones and wearable devices and ensure they are stored in a safe and secure place.
Mobile phones and wearable devices found at the college should be handed in to the Primary or Secondary office.
The college accepts no responsibility for replacing lost, stolen or damaged mobile phones or wearable devices, including where they are lost or stolen while travelling to and from school. The security of these devices remains the responsibility of the student.
Students are strongly encouraged to use passwords or PIN numbers and not share them with others.

Inappropriate conduct
Students must not use a mobile phone or wearable device, including smart glasses or any recording-capable wearable, to:

- gain advantage in exams or assessments
- photograph, video, audio record or otherwise capture another person, including staff or students, without consent
- livestream, send, receive, display or store objectionable, harmful or inappropriate material
- engage in personal attacks, bullying, harassment or intimidation
- post, share or transmit private information about another person
- menace, harass or offend another person.
- Disciplinary action may be taken in response to breaches of this policy.
- Serious matters may be referred to police where appropriate.

Breaches of this policy
Where a student uses a mobile phone or wearable device contrary to this policy, the device may be confiscated and managed in accordance with college procedures.
Repeated or serious breaches may result in further consequences in line with the college's student behaviour support processes.