

Purpose

Emmaus College aims to foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus.

The College recognises that students engage in a world rich with possibilities, and; therefore, remains steadfast in safeguarding and educating students about the dynamic roles and responsibilities across the digital landscape. The College is committed to developing responsible digital citizens, who are ethical, discerning and resilient participants.

The intention of this policy, and related procedures, is to provide clear guidelines to all students regarding mobile phones (or other personal digital devices).

Principles

The principles guiding this policy are:

- To minimise disruption to learning and teaching
- To enhance personal and social capabilities
- To foster positive social interaction among students without being distracted by mobile phones and other personal digital devices
- To protect the privacy of students, staff and the broader College community by prohibiting the collection of unauthorised images, film and recordings

Scope

All students must lock their mobile phones securely in their lockers once they enter school buildings at the start of the school day. This will be when the first school bell rings at 8.40am. The mobile phone should be turned off or placed on silent. It must remain in the locker for the entire school day.

- Students are not permitted to have a mobile phone in class
- Students are not permitted to access their mobile phones at their lockers
- Students are not permitted to carry their mobile phones in the schoolyard
- Students are not permitted to use mobile phones during official College events, which are held on campus, during or outside normal school hours. For example, music concerts, performances, etc.

Excursion and off-campus College activities

The College conducts off-campus excursions throughout the year and while these activities are not held on College grounds, the College considers this to be an extension of the classroom and schoolyard; therefore, the same mobile phone rules apply, students are not permitted to use their mobile phones. Off-campus activities, may include but are not limited to camps, outdoor education, study camps, day excursions and sporting events.

The College will provide students and their parents/guardians with information about items that are permitted for these events, inclusive of mobile phones and digital technologies.

Definitions

Authorised exceptions: the use of mobile phones or digital personal devices/technologies for a specific purpose and authorised by a member of the College Leadership Team.

College activities: include, but are not limited to, excursions, incursions, sporting events (both on and off campus), concerts, performances, outdoor and study camps, Emmaus Day, House Carnivals, Open Day, Ks for Caritas Day, etc,

Normal School Hours: defined by the following bell times 8.40am to 3.15pm

Mobile phones: all mobile phones and personal smart technology devices such as smartwatches.

Procedures

The College is adopting a structured approach to monitoring the unauthorised use of student mobile phones.

Personal mobile phones must not be used at the College by students during school hours, including lunchtime and recess, unless an authorised exception has been granted. Where a student has been granted an authorised exception, the student must only use their mobile phone for the purpose for which the authorised exception was granted.

Staff Responsibilities

All staff must:

- implement the mobile phone policy and follow the mobile phone procedures
- ensure mobile phones are not used by students during the school day, are not taken into classrooms, nor used during assessments or exams
- ensure that any unauthorised mobile phone use is actioned and documented in accordance with the mobile phone procedures
- seek an authorised exemption from a member of the College Leadership team if requiring students to use their mobile phones for a learning activity

Student Responsibilities

All students must:

- switch off (or switch to silent) and store their mobile phones securely in their designated locker during school hours. Lockers must be locked with College supplied combination locks
- follow the mobile phone policy for all school-related activities
- follow the directions of a staff member when addressed for unauthorised mobile phone use or access
- have contact made by staff at Student Services/First Aid to a parent/guardian if they are unwell or if there is an immediate concern

A Tiered Response

A breach of this policy will be actioned under the following approach.

Breaches	Consequence
First Breach	<ul style="list-style-type: none">• The teacher/staff member will record the infringement on Emmlink• The student must turn their mobile phone off and hand their mobile phone to the staff member who will store it at Student Services until the end of the school day
Second breach	<ul style="list-style-type: none">• The teacher/staff member will record the infringement on Emmlink• The student must turn their mobile phone off and hand their mobile phone to the staff member who will store it at Student Services until the end of the school day• The pastoral teacher notifies the parent/guardian
Third breach	<ul style="list-style-type: none">• The teacher/staff member will record the infringement on Emmlink• The student must turn their mobile phone off and hand their mobile phone to the staff member who will store it at Student Services until the end of the school day• House Leader/Assistant Director of Year 9 notifies the parent/guardian and issues a Tuesday after-school detention
Repeated breaches	<ul style="list-style-type: none">• Parent/guardian and student meeting with House Leader/Assistant Director of Year 9 or Director of Year 9, Director of Students or Deputy Principal of Students to implement a Behaviour Agreement• Students are required to turn off and submit their mobile phone to Student Services upon arrival and collect it at the end of the school day for a specified period. The mobile phone will be secured by Student Services.

Exceptions

The College Leadership team can approve an exception as outlined in the table below. Where an authorised exception is granted, the student can use the mobile phone only for the purpose for which it was granted.

The College will document and publish authorised exceptions for staff reference.

Learning-related exceptions

Specific exception	Documentation
Specific authorised learning activities (class-based exception)	Approved learning pedagogy
Students for whom an authorised adjustment to a learning program is required	Individual Learning Plan, Individual Education Plan

Health and wellbeing related exceptions

Specific exception	Documentation
Students with an authorised health and wellbeing condition	Student Health Support Plan Student Safety Plan

Managing risk when students are off campus

Specific exception	Documentation
Travelling to and from specific excursions when using public transport	Risk assessment planning documentation
When students are off campus and unsupervised during independent learning activities.	Risk assessment planning documentation
Students, who require intercampus travel, for example, VET programs	Risk assessment planning documentation

Where a student breaches the conditions in which the mobile phone usage was authorised under an exception, then the relevant tiered response will be enacted.

Related Policies

[Bullying Prevention Policy](#)

[ICT Acceptable Usage Policy](#)

[Child Safety and Wellbeing Policy](#)

[Child Safe Standards](#)

[Photography & Film Guidelines](#)

[Respect for All guidelines](#)

[Student Code of Conduct](#)

Responsible	Deputy Principal - Students
Policy owner	College Principal
Approval date	April 2023
Risk rating	Moderate
Date of next review	April 2026