



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

Mobile Phone Guideline and Procedures

Document Author	Deputy Principal Wellbeing
Department Owner	Wellbeing Team
Approver	Katie Murray-Fawcett
Approved	March 2023
Date to be Reviewed	June 2026



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Guidelines and Procedures

This Policy is in line with Child Safe Standards. Legally it satisfies the laws around photographing, videoing, or recording images and sound of students and staff without their consent and reflects the current laws surrounding mobile phone use in Victorian Schools.

Mobile phones can create a range of hazards when brought to the College.

They are valuable items that can easily be lost, stolen or damaged in the College environment.

Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement.

Mobile phone usage in the College not only disrupts learning for the phone user but also can have significant impact on a student's wellbeing.

Any breaches of this policy will result in the student's phone being confiscated and kept in Reception, until a parent/carer can come to the College to collect it.

Mobile Phones

- Mobile phones are brought to the College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft, or damage of the phone.
- Students may not have their phone on them, switched on or off, or access or use their mobile phone while at the College, on excursion, off-site activity, camp, or function relating to the College, unless pre-approved by Deputy Principal Wellbeing.
- Students should switch off their phone before they enter the College and place their phone in their locked locker.
- Students should not have their phone on them during school hours. Nor should they use earphones or ear pods during school hours unless directed by teacher.
- At the end of the day after exiting the College gates, the students may switch on again to access messages and calls.
- The Deputy Principal Wellbeing or Head of Student Wellbeing should be alerted, and exceptions requested if a student has special circumstances requiring the use of their mobile phone during College hours (e.g. health issues). Mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode).



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

- Phone cameras are not to be used within the College grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets unless approved by classroom teacher for school-based activity.
- Students should never photograph or record any member of the College community.
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's SEQTA profile.
- Parents are to be informed that in cases of emergency, the College reception remains the most appropriate point of contact to reach their child quickly.
- 'Over the ear' headphones are permitted for class use when instructed by a class teacher.

Airpods

- The use of airpods on school property are banned.
- They are valuable items that can easily be lost or stolen.
- They also create Occupational Health and Safety risks when used in the schoolyard at recess and lunch.
- If a student is caught with airpods in class, on the schoolyard, at a College event or excursion, they will be confiscated.
- Confiscated airpods will need to be collected by parents/carers once reception has notified families.