



TOGETHER AS ONE IN TRUTH AND KNOWLEDGE

ST MARY'S PRIMARY SCHOOL

STATEMENT OF PRACTICE

Personal Communication Devices

St Mary's Primary manages Personal Communication Devices in line with the Catholic Education Archdiocese of Canberra and Goulburn Personal Communication Devices Policy and Student Acceptable Use of ICT Policy, available on the [Catholic Education, Archdiocese of Canberra & Goulburn website](#).

1 Rationale

St Mary's understands that many students own a mobile phone or other communication device. These can be important before and after school, for students to contact parents and engage with the wider community.

However, personal communication devices can also represent distraction within the School and limit educational and social engagement. Schools have a duty of care for students during school hours, and for student and staff privacy.

All states and Territories in Australia prohibit the use of personal communication devices in schools during the school day, either partially or completely.

The St Mary's community is reminded never to film or record anyone without their consent, and never to share images or recordings without consent. Sharing images or recordings without consent can violate Australian privacy laws may be a criminal offence. This applies to staff, students, parents/carers and visitors.

St Mary's is not responsible for personal communication devices brought to school, or liable for loss or damage.

These restrictions apply to all personal communication devices during school hours, on school grounds or at school events and activities.

***OFF AND AWAY FOR THE DAY/OFF AND AWAY DURING CLASS
IF ITS OUT - IT'S GONE***

2 Restrictions

Off and Away for the Day – all personal communication devices must be switched off and stored in bags or lockers at all times on school grounds or during off-campus school events (e.g. excursions). Mobile devices are not permitted during class or outside class, such as using social media or listening to music in the playground or during class changes.

Students must use all schoolwork and personal communication devices appropriately (see [Student Acceptable Use of ICT Policy](#)).

3 Exemptions



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Students and families may request permission to use personal communication devices during school hours where necessary, using the [Student Personal Device Agreement](#).

A Principal (or delegate) may approve a student to use personal communication devices where necessary, for example:

- to monitor a health condition
- for students who are the primary carer for a child or family member
- when needed to support an individual learning plan,
- where the device is used for translation by a student with English as an additional language or dialect.

Educational use

Teachers may seek principal (or delegate) approval for students to use personal communication devices during class, where they consider the device adds value to the learning program that cannot be supported by a student's schoolwork device.

4 Confiscating Devices

A student in breach of this policy will have their device confiscated.

Confiscated devices will be stored securely in the Front Office and can be retrieved at the end of the school day, unless policy enquiry may be required (see below).

Confiscated devices will be returned to:

- the student at end of the day

If devices are suspected to have inappropriate material or illegal content, the St Mary's will inform the student's parents / carers and the Catholic Education Office. Devices will be returned in line with advice by the Catholic Education Office legal/child protection teams.

Definitions

Personal Communication Device: Devices used primarily for communication including mobile phones, smartwatches, and headphones. Does not include students' schoolwork devices such as laptops and tablet computers.

Schoolwork Device: Devices used to support teaching and learning such as laptop, desktop or tablet computers – whether personal devices or issued by the school-issued devices. They are not prohibited but are subject to the Student Acceptable Use of ICT Policy.



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