



DARAMALAN COLLEGE

MOBILE PHONE POLICY

Related Policies

Student Acceptable Computer and Internet Use
Anti-Bullying and Harassment Policy
Pastoral Care Framework
Board Social Media Policy

Rationale

Daramalan College recognises that mobile phones may play an important role in communication between a student and their parent/carer outside school hours. This policy has been developed to facilitate safe classroom spaces that provide an effective and accessible learning environment for every student and school staff.

Daramalan College accepts no liability, including insurance claims, for mobile phones that students bring to school. Students who bring mobile phones to the College do so at their own risk.

As students progress through the College, their needs, maturity, personal responsibilities, and experiences change over time. A tiered approach has been adopted to recognise this.

Policy

Years 7-10

Students in Years 7-10 may not use or access mobile phones at school, including recess and lunch, or during school-authorised events unless a formal exemption has been approved.

Students are strongly encouraged not to bring their mobile phones to school. However, it is acknowledged that some students require access to a mobile phone immediately before and after school. If phones are brought to school, they must remain in the student's bag or locked in their locker.

Years 11-12

College students may bring mobile phones to school and authorised school events. However, devices must be silenced and 'put away' during class, authorised events and instruction time unless a formal and specific exemption has been approved or a teacher has explicitly permitted students to use their mobile phones to support the delivery or achievement of the outcomes of the lesson/activity.

A mobile phone is 'put away' when it is secured out of sight of students in a safe spot. The device must not be on the student's desk or in the student's work area during class time.

Students may not access their mobile phones or use technology connected to the device via physical wires, wireless tethering, Bluetooth or hotspot during class times. Wearable devices, such as smart watches, must be placed on aeroplane mode or have Bluetooth disabled during the day.

College students may use their mobile phones at other times while at school, but are encouraged to do so in the Littleton Quad and Senior Common Room.

Exemptions

If a student needs to use a mobile phone in class and/or during the school day, they must seek approval from the relevant Pastoral Leader or Assistant Principal Pastoral Care.

Exemptions will be approved for students who need their device/assistive technology to manage or monitor a medical condition or help meet caring or family responsibilities.

An exemption application will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner.

When an exemption is approved, the mobile phone/s may be used only for the specific purposes approved by the school. The device must be silenced and put away again when the approved specific use ends.

Implementation

The following procedures will apply when a student does not follow this policy.

Serious issues relating to the illegal and/or misuse of personal communication devices may be referred to the ACT Police or the relevant authority.

Procedures

Years 7-10: Any use of phones during the school day, (for example: checking the time, glancing at the screen, having the device visible in a pocket etc) will result in the student

being asked to hand their phone to Reception for the remainder of the day in the first instance. Students will be issued a receipt from Reception, which they will show their teacher upon returning to class. Students may collect their phone from Reception at the end of the school day. Confiscations will be recorded on the student's electronic file (Daragnet) by Reception staff. Phones will be stored securely in a locked cupboard in the Reception area.

Years 11-12. The above will apply to Year 11 and 12 students who access their device in class time.

Years 7-12. The serious misuse of phones or electronic devices (for example: unauthorised and sustained use in class, photographing or recording, vilification of another student, staff or the College) or continual and recorded low-level misuse will lead to the student being referred directly to a Pastoral Leader or Director of Pastoral Care. The referring teacher will record this on the student's electronic file (Daragnet).

Pastoral Leaders may issue further sanctions, including contact with the family, confiscation of the phone during school hours, after-school community service, education on the appropriate use of technology, contact with appropriate authorities, or confiscation requiring the student's parents/carers to collect the device from Reception.

Policy Review

This policy will be reviewed annually to ensure that it is relevant and practical given the rapid changes in the use and scope of mobile phones for educational purposes.

Approved by:	College Executive
Contact Staff Member:	Assistant Principal Pastoral Care
Implementation Date:	Jan 2025
Supersedes Policy Dated:	2024
Revision Date:	T1 2026