

Mobile Phone Policy (Secondary)

Southern Cross Catholic College



1. Rationale

Southern Cross Catholic College (Secondary Campus) recognises that electronic communication technologies are an integral part of modern society. We also acknowledge that it is important technology is used in a manner that supports students' academic, social and emotional wellbeing. This policy is about increasing student engagement and welfare while they are at our College and responding to State legislative and QCAA requirements. We want to reduce the pressure and anxiety that students sometimes feel that is associated with always needing to respond to their devices.

Students need the freedom to think, learn, and develop positive social skills. In addition, the unregulated use of devices by students diminishes the quality of teaching and learning in the classroom. Recent data and research show us that the use of these devices is a safeguarding concern for students and staff.

This policy intends to provide guidelines for the use of mobile phones and other electronic devices by students, to:

- Increase student engagement and safeguarding.
- Reduce risk of invasion of privacy and digital safety of others.
- Encourage positive social interactions and verbal communication.
- Educate about digital footprint and the responsible use of technology.

2. Mutual responsibility

Each member of the Southern Cross Catholic College community will have responsibilities to:

- Understand the College is not liable for accidental loss, damage or theft to personal property that is brought on to school grounds.
- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage students not to bring a personal device to school unless necessary.



- Use the College’s formal communication channels in all instances to communicate with the school or to contact the student during school hours (including where a student requires early collection from school).
- Encourage students to report to a College staff member if they become unwell or experience an issue at school.
- Recognise the important role all community members play in supporting students to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

3. Guidelines – Off and Away, All Day

Students are permitted to carry mobile phones for safety, emergency, security purposes when in transit to and from the College, however students are responsible for adhering to the following expectations when on College grounds:

- There is a **zero tolerance** for the inappropriate use of phones on the College grounds.
- From hours between 8:25 am (first bell) to 3:00 pm (last bell), every student’s mobile phone is to be turned off and put away out of sight. **These need to be off and away all day.**
- Students are expected to follow all directions given to them regarding all mobile phones and digital devices.
- Switching to “silent” is not sufficient, as text messages and alerts are known to cause anxiety and are as disruptive as a phone call.
- Smart watches are allowed on airplane mode only as a traditional watch function (e.g. time telling)
- Audio devices, such as AirPods or headphones can only be used under the direction of the teacher in the classroom from laptop or another approved device.
- It is assumed that students who are in the College grounds with listening devices visible are accessing their mobile phones, so will be actioned as per a breach of policy.
- Purchasing items through the College will need to be made without the use of mobile phones.
- Mobile phones are not to be used or taken into toilets or bathrooms to avoid causing discomfort and anxiety to others.



- Students cannot record, photograph or publish images or video footage of any Southern Cross Catholic College community member without the person's consent.
- Students will be encouraged to check their emails on their laptops at the start of the day (during Pastoral Care), and again at key junctures throughout the day.
- Students will be required to have a copy of their timetable either in a hardcopy format and/or as background on their laptop.
- As per the QCAA QCE and QCIA policy and procedures handbook, students must surrender their phones at the start of an examination. No phone or smart watch should be on a student's person while sitting an exam.
- If there are extenuating circumstances for phone use, students must present to the Wellbeing Centre to discuss any additional permissions.

4. Communication expectations

There is no need for a student to use a mobile phone or other communication device, such as a watch, to contact home throughout the day.

- Parents are expected to contact students via the College Communication Procedures:
 - Urgent matters – contact College Reception via phone 07 3480 3600
 - For all urgent contact required between students and/or a family member the Student Services team along with College Reception staff will be available to facilitate all urgent communication.
 - Non urgent matters – via the student's Brisbane Catholic Education email address
- When students need to contact home, a family member or employer, they are expected to:
 - Facilitate contact through Student Services in the Wellbeing Centre
 - Email directly via email to their parent/caregiver at key junctures throughout the day



5. Breaching policy

As a Positive Behaviour 4 Learning (PB4L) school, we prioritise having a proactive and educative approach to this policy. First and foremost, students are educated around the expectations and the potential concerns surrounding mobile phones. However, we are aware that clear boundaries are needed to ensure that this policy is followed by all members of our community.

As such, students who are seen with a mobile phone on College grounds between the hours of 8:25am and 3:00pm will have their phone and digital devices confiscated or directed to the Wellbeing Centre to surrender. This includes when a phone is heard beeping or buzzing in class, or inappropriate use of other digital accessories.

If phones are seen during Period 5, phones will be confiscated and placed on the teacher's desk. Teachers will log the misuse as per normal, but student will be able to take their phone back at the 3:00pm bell.


Student devices will be able to be collected at 3:00pm from Student Services. Parents will be informed via email that the infringement occurred, and the following process followed:

SCCC Mobile Phone and Technology Misuse:

1st Time	2nd Time	3rd Time	4th Time +
<ul style="list-style-type: none">• Phone confiscated• Phone kept in Wellbeing Centre until 3:00 PM• Misuse recorded• Parent / carer emailed	<ul style="list-style-type: none">• Phone confiscated• Phone kept in Wellbeing Centre until 3:00 PM• Misuse recorded• Parent / carer emailed• Lunch time Reflection Room	<ul style="list-style-type: none">• Phone confiscated• Phone kept in Wellbeing Centre until 3:00 PM• Misuse recorded• Parent / carer emailed• Internal suspension	<ul style="list-style-type: none">• Phone confiscated• Phone kept in Wellbeing Centre until 3:00 PM• Misuse recorded• Parent / carer emailed• External suspension• CLT support re-entry meeting

* Counts are re-set at the end of every term

Phones off and away, all day!
08:25 - 3:00

 Southern Cross Catholic College
Redcliffe

Seek the Light



6. Non-compliance

Students are expected to comply with all directions of staff members about their phone/personal device usage. Failure to present their phone/device to a staff member or to Wellbeing Centre when asked will result in subsequent consequences as per the College Student Behaviour Support Policy.

7. Exemptions

Students can be granted exemptions from Section 3.1 for the following uses only:

- To monitor health conditions as a part of College approved plans.
- For a specific educational purpose under the direct instruction of a teacher through consultation with Curriculum Leader.
- After requesting permission of a staff member within the Wellbeing Centre, calls may be placed from within Student Services.

