



*School Management Procedure*

## Mobile Phone Use Procedure

### Rationale

Trinity Catholic College recognises that mobile phones are a useful digital tool. However, it is also imperative to keep the classroom environment settled, and focussed on learning and developing positive communication skills with peers.

### Objectives

- To ensure a balanced use of digital tools, particularly mobile phones
- To ensure that mobile phones do not distract from learning

### Guidelines

- Phones are expected to be kept out of sight in bags or pockets during class time, except for medical purposes (eg diabetes).
- The only time when mobile phones can be used is with teacher permission for a valid reason, or at teacher discretion when they are required to be used as a learning tool (eg calculator, quick information search, online quiz).
- If, after classroom management actions, a student continues to use a mobile phone without permission, teachers have the right to confiscate the phone. A confiscated phone will be taken to the Main Office and the book is filled in by the teacher who confiscated the phone. It can be collected from the Office at the end of the day by the student. If this happens a second time, and the phone is removed to the Office, a parent or caregiver will be required to collect the phone.
- The record book will be kept in the Office to record phone confiscations. This is both to ensure the property is kept safe, and also to note any patterns of confiscation.

**Review Date:** February, 2024

(To be replaced by Board Policy in accordance with government regulations)