

## Purpose

This policy outlines the expectations and requirements for student use of mobile phones and digital communication devices at St Robert's Primary School. It aims to promote student wellbeing, maintain a focused learning environment, and uphold safety standards in alignment with the Acceptable Use Agreement, Child Safe Policies and Behaviour policies.

## What is a smart device?

A smart device is an electronic device that is connected to the Internet or other networks. A smart device can collect, process, and transmit data. Smart devices include smartphones, smart watches, smart appliances, wearable fitness trackers, and more.  
Source: <https://codasip.com/glossary/smart-devices/>

## Scope

This policy applies to all students and covers all mobile phones, smart watches, and any digital device capable of interpersonal connectivity or communication brought onto school premises during the school day.

## Policy

### Statement

- 1.1. From 8:30am to 3:20pm, students are not permitted to use smart devices e.g. mobile phones and smart watches. Mobile phones and smart watches brought to school must be labelled with the student name and must be dropped at the office when arriving at school. Devices will be stored in a secure location for the duration of the school day.
- 1.2. All devices can be collected from the office after the final bell, dismissal.
- 1.3. Smart watches are not permitted to be worn during the school day. Students are able to wear a watch if it cannot receive or send communication. A watch that counts steps is permitted, but not one that plays music, records or features games. This limits distractions in the classroom. All classrooms have a clock on the wall that students can refer to for the time.

This approach is designed to:

- Protect student wellbeing and reduce distractions.
- Centralise all communication through the school office.
- Ensure compliance with MACS Child Safe, ICT usage standards and our Duty of Care.

### Implementation Guidelines

- **Device Drop-off:** Mobile Phones brought to school from home must be labelled with the student name and must be dropped at the office when arriving at school.
- **Storage:** Devices are stored in a locked storage unit and can be collected at 3:20pm.
- **Device Collection:** From 8:30am to 8:50am each day, students must hand in mobile phones or similar devices at the school office. These must be clearly labelled with student name.
- **Communication Protocol:** All parent-student communication during school hours must go through the school office. The school office can pass on urgent messages around pick up to students.
- **Accessibility:** Smartwatches can also be stored with Mobile Phones if needed
- **Exemptions:** Exemptions for medical or special learning needs must be requested in writing and approved by the Principal.

## Non-Compliance

Students who do not follow this policy will:

1. Have the device confiscated and stored in the front office.
2. Require a parent or guardian to collect the device.
3. Repeated breaches may result in further disciplinary action aligned with the St Robert's ICT User Agreement.

## Related Policies and Documents

### Supporting Documents

St Robert's ICT User Agreement

### Related MACS Policies and Documents

St Robert's Primary School Privacy Policy

Child Safety and Wellbeing Policy

Codes of Conduct for students, staff, and parents

Student Behaviour Policy

Anti-Bullying Policy

Child Safety Policies

Data Breach Policy

Managing Complaints and Grievances Policy

Privacy Policy

Social Media Policy for staff

Policy Information Table

<b>Approval authority</b>	<p>This policy is endorsed by the School Advisory Council and Staff Consultative Committee and is reviewed annually.</p> <p>For further clarification or to request an exemption, families are invited to contact the school office.</p>
<b>Approval date</b>	December 2025
<b>Review by</b>	Review Year 2027