



Phone and Smart Watch Procedure

Aim

To ensure a safe, respectful, and focused learning environment by limiting the use of mobile phones and smart watches during the school day. This supports student engagement, wellbeing, and safety.

Scope

This procedure applies to all students from Pre-Kindergarten to Year 6.

Procedure

1. Devices at School

- Students are **not permitted to use mobile phones or smart watches** during the school day.
- This includes:
 - **Before school** (from arrival on school grounds)
 - **During class time**
 - **Recess and lunch breaks**
 - **After school while waiting to be picked up**

2. Definition of a smartwatch

A smartwatch is a **wearable computing device** worn on the wrist that offers features beyond timekeeping, such as fitness tracking, notifications, GPS navigation, and mobile app integration.

3. Storage of Devices

- If a student brings a mobile phone or smart watch to school:
 - The student must have permission from an assistant principal.
 - The device must be **switched off and handed to the class teacher or kept in the child's school bag at their own risk.**

4. Communication During the Day

- If a parent or caregiver needs to contact their child during school hours, they must call the **school office**.

- Students needing to contact home must speak with their **class teacher or front office staff**.

5. Exceptions

- Any exceptions to this procedure must be approved by the **Principal**, based on medical or learning needs.

Consequences for Breach

- If a student uses a mobile phone or smart watch during the school day without permission:
 - The device will be **confiscated** and stored in the office for collection.
 - Parents will be notified, and the device may need to be collected by a parent or guardian.
 - Repeated breaches may result in further consequences as outlined in the school's behaviour policy

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