

Catholic Ladies' College



Mobile Phone Policy (Student Use of)

clc.vic.edu.au

19 Diamond St, Eltham
Victoria 3095, Australia
03 9439 4077

ABN 44 058 164 891

Under the Stewardship of
Mary Aikenhead Ministries



MARY
AIKENHEAD
MINISTRIES

LOVE HOPE COMPASSION JUSTICE



Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

Mobile Phones (Student Use)

Catholic Ladies' College (the College) is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call, the College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Context

The College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons; however, the right of a student to have access to a mobile phone at College must be balanced with the responsibility to use it appropriately.

Mobile phones are an integral part of society and perform many important functions. In a school setting, however, mobile phones can be a distraction to student learning. Additionally, issues such as problematic mobile phone use negatively impacting a young person's wellbeing, mobile phone over-reliance and addiction, increased student passivity and promoting genuine social interaction and engagement are of increasing prevalence and concern.

Purpose

To assist students in moderating and managing their mobile phone use at the College during all onsite and offsite activities, including but not limited to camps, events, excursions, incursions, retreats, sporting events and awards nights).

Scope

This policy applied to all students of the College during regular school hours, including recess and lunchtime and while attending any school off-site activities or events.

Definitions and Abbreviations

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

School/College environment means any physical, online or virtual places used during or outside school hours, on campus or at other locations

VET means vocational education and training

Policy Statements

It is the College's policy that:

1. Students and parents must agree to the Student Information and Communication Technology (ICT) Agreement (located on CLC Connect) before a student is permitted to bring their mobile phone to the College
2. Year 7 to 9 students:
 - Mobile phones are not to be accessed from when students arrive at school until 3:20pm
 - Mobile phones must be kept securely in a student's locked locker between school arrival time and 3:20pm, kept in silent mode or switched off
3. Year 10 to 12 students:
 - Mobile phones must not be used between 8:40am and 3:20pm
 - Mobile phones must be kept securely in a student's locked locker between 8:40am and 3:20pm, kept in silent mode or switched off
4. Mobile phones are brought to the College at the owner's personal risk. No liability will be accepted by the College in the event of loss, theft or damage of the phone
5. It is the responsibility of students to ensure that their locker is secure at all times. This includes not providing access to their locker or lock combination to others
6. Mobile phones must not be used inappropriately in the school environment or a in digital environment. Refer to the College's *Bullying Prevention and Intervention, Cyber Safety, Use of Social Media and Information and Communication Technology Policies*
7. Mobile phones must not be used to make any purchases at the College i.e. canteen, BBQ days etc
8. Students must not photograph or digitally record any person within the College grounds and no student in CLC uniform unless for school related purposes (such as school work), and should be deleted after use
9. Students must not take mobile phones into examinations or assessments at all year levels
10. Parents should not contact their child on their mobile phone during school hours. In the case of emergency, parents are to contact the College directly and the student will be located.

Exceptions

There may be exceptions to this policy under the following circumstances:

- Health and wellbeing-related circumstances (e.g. as part of a medical support plan)
- Managing risk when students are offsite and under the direction of a staff member
- During work experience placement, Instead, students are expected to comply with a workplace's policies
- When travelling to and from a VET related activity or when undertaking VET offsite, Instead, students are expected to comply with a TAFE or registered training organisation's policies
- When travelling interstate or overseas on an organised College tour
- Other exceptional school-related circumstances and if certain conditions are met such as learning activities.

Breach of Procedures

Students who are found using their mobile phone between 8:40am and 3:20pm will have the phone confiscated and stored at Student Reception for the duration of the day.

Any mobile phone being used inappropriately will be taken by the student, to Student Reception with an accompanying note from the issuing teacher. This note will be signed and stamped and returned by the student

to the issuing teacher. The student will be able to collect their phone from the front office upon presentation of their note and student ID at the end of the school day. An email will be sent to the parents

A second breach will require a parent to collect the mobile phone from the College.

A third breach will require parents to attend a meeting at the College.

A fourth breach may require discipline according to the CLC Student Behaviour Guidelines

Implementation

All College staff are responsible implementing the Mobile Phone (Student Use) Policy.

Intended Audience

Catholic Ladies' College staff, parents and students.

Related policies and guidelines

CLC Student Behaviour Guidelines
 CLC Student Code of Conduct
 CLC Bullying Prevention and Intervention Policy
 CLC Cyber Safety Policy
 CLC Information and Communication Policy
 CLC Social Media Policy
 CLC Privacy Policy

Review Schedule

Stage	Date	Ratified	Ratified by
Initiated	October 2019	October 2019	
Review 1	October 2020	December 2020	
Review 2	June 2022	June 2022	
Review 3	January 2023	January 2023	
Review 4	January 2024	January 2024	
Review 5	January 2025	January 2025	
Review 6	November 2025	February 2026	Executive