



MacKillop
CATHOLIC COLLEGE

MOBILE PHONE PROTOCOL

MOBILE PHONE AND SMART DEVICES PROTOCOL

VERSION:	4.0	APPROVED BY:	Deputy Principal - Wellbeing & Director of Pastoral Care
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1. PURPOSE

The purpose of this Mobile Phone and Smart Device Protocol is to promote student wellbeing, learning, and positive social interaction by regulating the use of mobile phones and personal smart devices during the school day at MacKillop Catholic College.

This protocol aims to minimise disruption to teaching and learning, reduce the risk of misuse of digital technologies, and support students in developing self-regulation, focus, and appropriate interpersonal skills. It reinforces the College's commitment to providing a safe, calm, and respectful learning environment, while ensuring that appropriate and supervised channels are available for students to communicate with parents/caregivers when necessary.

The protocol also establishes clear expectations, consistent consequences, and defined exemption processes to support fairness, accountability, and wellbeing-focused decision-making.

2. SCOPE

This protocol applies to all students in Years 7–12 enrolled at MacKillop Catholic College and to all staff responsible for supervising students and enforcing College expectations.

The protocol governs the possession, storage, and use of mobile phones, smart watches, headphones, and other personal smart or listening devices during the school day, including before school, during lessons, break times, and during College activities.

It applies across all MacKillop Catholic College contexts, including classrooms, corridors, outdoor areas, assemblies, pastoral activities, school excursions, and co-curricular settings. The protocol also outlines procedures for managing non-compliance, escalating consequences, and securing approved exemptions where mobile phone access is required for documented medical or wellbeing reasons.

This protocol does not limit the MacKillop Catholic College's ability to respond to serious breaches of behaviour, digital misuse, or unsafe conduct, which may be addressed under broader behaviour management, wellbeing, or child safety policies.

3. RATIONALE

MacKillop Catholic College takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour very seriously. As you are aware, we prioritise the wellbeing of our young people in all the decisions we make as a school. Whilst we acknowledge that we live in a technology-rich world where mobile phones/smart devices are important communication tools, research

has found that mobile phones/smart devices can be disruptive to learning and are open to misuse at school. The unregulated presence of mobile phones/smart devices can undermine students' capacity to think, learn, remember, pay attention, and regulate emotion.

4. EXPECTATIONS FOR MOBILE PHONE AND SMART DEVICE USE

4.1 Storage and Access During the School Day

- All students with mobile phones are to switch off their phone and lock them securely in their school locker by 8:30am. Mobile phones are not to be accessed until 3:10pm.
- Mobile phones are brought to and kept at school entirely at their owner's risk.

4.2 Communication with Parents/Caregivers

- Any student who is feeling unwell at school and needs to go home must arrange this through their Head of House/Director of Pastoral Care/Deputy Principal and present themselves to the College Office so that parents/caregivers can be contacted. Students are not to use personal devices in these instances for contact home.
- Any student who needs to be in contact with parents/caregivers on urgent matters during the day should report to the College Office. Our College Office staff will support those students to make contact via a College Office phone.
- Parents/Caregivers who need to contact students or get messages to students during school hours should contact the College Office.

4.3 Use of Devices for Canteen Purchases

- If students want to purchase items from the canteen, they should use a physical card from their bank or pre-order and pay via the Flexischools App.

4.4 Smart Watches and Listening Devices

- Students who have smart watches must have them set to "Airplane" mode.
- Students are not permitted to wear headphones, in-ear headphones or AirPods/wireless ear-pods during the school day, unless directed to do so by a teacher/other member of staff.
- Headphones, in-ear headphones or AirPods/wireless ear-pods are not permitted for use outside of the classroom, unless with teacher approval. Students wearing any of the abovementioned items outside of class will be asked to hand over their mobile phone and their listening device.
- Students with approval to wear noise cancelling headphones must coordinate this with the Director of Pastoral Care/Director of Learning Enhancement.

5. NOT MEETING EXPECTATIONS - MOBILE PHONE PROTOCOL

5.1 First Occasion

The mobile phone/smart watch/airpod case will be stored at the College Office for collection at the end of the school day by the student.

5.2 Second Occasion

The mobile phone/smart watch/airpod case will be stored at the College Office for collection at the end of the school day by a parent/caregiver.

5.3 Subsequent Occasions

The mobile phone/smart watch/airpod case will be stored at the College Office for collection at the end of the school day by a parent/caregiver. Following this the mobile phone/smart watch/airpod case will be stored at the College Office before 8:30 am, to be collected by the student after 3:10pm, every day for a full week*

5.4 Discretion and Exceptional Circumstances

Discretion may be applied in exceptional circumstances. Families who require their son or daughter to always carry mobile phones with them (i.e. for health reasons) will have this authorised through the Deputy Principal-Wellbeing.

6. MOBILE PHONE EXEMPTION

6.1 Medical and Wellbeing Exemptions

Families may apply for their young person to have access to a mobile phone exemption card should the phone be necessary for the management of diagnosed medical conditions (e.g. blood glucose monitoring for diabetes).

Mobile phones and earbuds are permitted for Year 11 and 12 students in the Senior Study Space, Library and Café only.

6.2 Exemption Application and Approval Process

The process to secure an exemption is for parents/caregivers to liaise with the relevant Head of House who will evaluate and process the request, with final approval being issued by the Director of Pastoral Care or by the Deputy Principal-Wellbeing.