



Mobile Phone and Smart Device Use by Students Procedure

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Introduction

The purpose of this procedure is to guide the responsible use of mobile phones and smart devices within St Michael's Collegiate (the School) environment, ensuring that technology supports rather than distracts from learning and wellbeing.

The procedure seeks to foster a respectful, safe and connected community where students use digital technology in ways that reflect the School's values of Courage, Integrity and Compassion.

The procedure also promotes awareness of legal obligations and socially acceptable behaviours associated with digital communication, consistent with Tasmanian and Commonwealth legislation—including the *Online Safety Act 2021*, and the Tasmanian Department for Education, Children and Young People's guide [Use of Mobile Phones by Students at School Policy](#), promoting 'off and away all day'. Students and their parents or guardians share responsibility for supporting these standards to ensure that technology use contributes positively to learning, safety and wellbeing.

Scope

This procedure applies to all students, and as such is also to be read and understood by all parents/guardians. It is applicable during the total time of school hours, inclusive of all breaks, recess/lunch, all school activities, school-related activities, excursions and trips.

Overseas tours or interstate travel may have revised access time as advised by the teacher-in-charge. Without such notification this procedure applies.

This applies to all teachers and support staff as outlined in the procedure to enable them to effectively enforce it.

While this procedure applies primarily during school hours and at school-related activities, the School expects that the same standards of respectful and lawful behaviour extend beyond the school day. This includes how students interact with others in person and online, upholding positive and courteous communication with peers, staff and all members of the school community.

Boarders/Boarding House

For boarding students, this procedure applies both during the academic day and within the boarding environment. Mobile phones and smart devices may be permitted for personal communication outside school hours, subject to boarding staff supervision and the School's Boarding House rules. Use of devices in boarding facilities must align with the School's values, ensuring respectful, safe and balanced online engagement. Boarding staff may apply reasonable restrictions on usage times (for example, during study, lights-out or communal activities) to promote student welfare, rest and social interaction.

Definitions

Mobile Phone/Smart Device

Is a mobile device with access to a cellular (telecommunications) system, with or without a physical connection to a network. This includes (but not limited to) phones, smartwatches, tablets, gaming handhelds, and associated listening accessories, such as, but not limited to, headphones and earbuds.

School Activity

Refers to school-endorsed activities for students that are held:

- at a venue which is outside of school campus or school property; or
- on school campus but outside of school hours.

School activities may include a sports or swimming carnival, an excursion, school camp, or end of year concert.

School Hours

Is the official start time of the school day for students, to the official end time of the school day for students.

Aeroplane Mode

An on-device setting that disables all wireless communication (WiFi, Bluetooth, mobile data, GPS).

Procedure Statement

Students in Early learning, Pre-Kindergarten to Year 2 are not permitted to have mobile phones/smart devices or smartwatches at school.

Students in years 3-12 are required to have their mobile/smart device off and stored securely and out of sight in a locker. If a locker is not allocated the student must store the device in their school bag, from the moment that they arrive at school until the end of the school day. The school day is inclusive of recess, lunch breaks, sport and co-curricular activities.

Smartwatches must be placed in aeroplane mode before the first period of the day, and remain in that setting for the duration of the school day.

Under no circumstances should students use their device to contact home. Arrangements to go home must be communicated through the school office.

Any student who is feeling unwell at school and needs to go home, must arrange this through the school office.

Students and parents/carers should not use personal devices for communication during the day. All contact with students is to be directed through the relevant school office.

Contact for the school office is via:

reception@collegiate.tas.edu.au

Via the myCollegiate app

Phone: Junior School Office: 6211 4963

Middle School Office: 6211 4930

Senior School Office: 6211 4911

The School, does not accept responsibility for any devices that are lost, stolen or damaged at school. Students are discouraged from bringing high-value electronic devices to school. Should they bring any device, they are responsible for taking steps to ensure its security.

Requests for Exemptions

Students (or, in the case of younger students, parents/carers) may apply in writing to their Head of School for an exemption to this procedure. All exemption decisions will be documented in the student's file.

Exemptions MAY be granted for reasons including, but not limited to:

- For students for whom a reasonable adjustment to a learning program is required because of a disability and/or learning difficulty.
- For students with health conditions.
- For students who are young carers.

- For students undertaking school activities outside school hours that are not on school campuses.
- Where students have been given direct instruction by a teacher to use their device phone for educational purposes.
- For students experiencing extenuating circumstances other than the above, where agreed by the Head of School.

Students granted an exemption must only use their devices in accordance with the terms outlined in their exemption. Those who breach the agreement to an exemption will have their devices confiscated and their parents/carers notified.

Staff Rights and Responsibilities

Staff are responsible for:

- enforcing this procedure in classrooms, playgrounds, school facilities and at school events; and
- addressing misuse of devices with kindness and respect.

Staff have the right to:

- request that students place devices in their bags or lockers at any time;
- confiscate devices where breaches occur, in accordance with the procedure above; and
- expect student attention, engagement and respect without digital disruption.

Student Rights and Responsibilities

Students are responsible for:

- ensuring that mobile devices are stored according to this procedure during the times outlined above;
- activating aeroplane mode on smartwatches and not altering this setting during the school day;
- responding with respect and kindness when asked to put away or discontinue use of a device;
- ensuring that their devices are not left in change rooms or toilets;
- ensuring the security of their devices and not leaving them in vulnerable locations;
- ensure that clear consent is obtained before using any device to record, video, or photograph others.

Students have the right to:

- bring a device or smartwatch to school provided that its use is consistent with this procedure and it is understood it is at their own risk;
- request a formal exemption in appropriate circumstances;

- expect that their privacy and confidentiality will be upheld even where staff may confiscate a device; and
- be safe, respected and treated with dignity by staff and peers, both online and at school.

If a student is seen with or using their mobile device, they will be asked to put it back in their locker/bag. If a student is caught with a smartwatch off aeroplane mode they will be asked to turn aeroplane mode on. On the second offence, students will be asked to take their device/smartwatch to the school office where it will be securely stored for the remainder of the day. If there are persistent or significant breaches of this procedure it will be addressed by the school and discussed with parents/guardians and may result in longer-term confiscation of the device and/or disciplinary action.

Parents/Guardians are Responsible for:

- Contacting your child via the school office during the school day by either phone, email or the myCollegiate app.
- Notify the school and discuss with your child if you receive messages or calls during school hours, unless pre-arranged in line with this procedure.
- Familiarise themselves and educate their child with minimum age requirements for access to social media and digital safety. (Resource: Raising Children Network’s [Media influence on pre-teens and teenagers: social media, movies, YouTube and apps](#), and [Digital citizenship: pre-teens and teens being responsible online](#). Please refer to the Parent Portal for more resources.)

Breaches

Behaviour that occurs outside school hours which impacts the safety or wellbeing of students or the reputation of the School will be addressed under the [Student Code of Conduct Non-Compliance Procedure](#).

Breaches of this procedure will be managed in line with the [Student Code of Conduct Non-Compliance Procedure](#). In conjunction with the Student Code of Conduct Non-Compliance Procedure, serious or repeated misuse of a device, or behaviour involving bullying, harassment, recording or sharing images without consent, may result in disciplinary action, suspension, and/or referral to relevant external authorities (including Tasmania Police) where required by law.



Supporting/Related Documents

[Student Code of Conduct](#)

[Student Code of Conduct Non-Compliance Procedure](#)

[ICT Acceptable Use Policy](#)

[Privacy Policy.](#)

[Safeguarding Children Policy](#)

[Safeguarding Practices and Behaviour Guidelines and Procedures](#)

[Anti-Bullying Policy](#)

Procedure Review Details

Date	Version	Description of changes
December 2025	4	This review resulted in a comprehensive rewrite and consolidation of previous policies (STU16 and STU16a).

Record Keeping

This procedure is to be retained for a period of three years, until its next scheduled review, unless legislative or organisational change require an earlier review.

The most recent version of this procedure is found on myCollegiate and is also available on the Parent Portal.

Printed copies of this procedure are considered uncontrolled and may not reflect the most current version.