



Student Use of Mobile Phones and other Digital Devices at School Policy

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1. Introduction and Purpose

Catholic Schools Parramatta Diocese is committed to ensuring a quality Catholic education is affordable and accessible for all families. It is also committed to providing a safe and contemporary learning and teaching environment for all students and staff.

This Policy provides direction and advice to all Catholic Schools Parramatta Diocese schools on managing student use of mobile phones and wearable technology while they are at school. This Policy also applies to other Digital Devices with similar functionality to mobile phones, including smart watches, and other 4/5G connected devices.

2. Scope

This Policy applies to all students. The Policy also outlines expectations for parents/carers and students.

The Policy applies to school and school organised and/or supervised events including, but not limited to, excursions, camps, organised sporting competitions within school-organised sporting competitions and formation activities (eg. retreats).

The Policy does not apply to

- activities outside of school hours
- when students are travelling to and from school.

It is acknowledged that students undertaking workplace learning activities, (eg. work experience, School Based Apprenticeships and Training or other VET courses conducted offsite and who are required to be off site must comply with the policies of that workplace or training organisation.

3. Definitions

CSPD means the Catholic Schools Parramatta Diocese and includes the CSPD Support Teams and schools.

CSPD Support Teams means the Directorates and work teams that operate in CSPD offices providing specialist services to schools. The term applies to central office and other office-based staff.

Digital Devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They

include desktop computers, laptops, tablets, mobile phones, smartwatches and other devices. They include CSPD devices or bring your own devices.

Online Services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces. This includes, but is not limited to, Facebook, Tik Tok, Snapchat, Instagram and X. are online student activities undertaken when students are at school or involved in school-related activities when off-site during school time.

Social media age restrictions From 10 December 2025, age-restricted social media platforms will have to take reasonable steps to prevent Australians under the age of 16 from creating or keeping an account. The restrictions aim to protect young Australians from pressures and risks that they can be exposed to while using social media accounts.

Age-restricted social media are online services with: the sole purpose, or a significant purpose, of the service is to enable online social interaction between two or more end-users; allows end-users to link to, or interact with, some or all of the other end-users; or allows end-users to post material on the service.

4. Principles

- 4.1 Enriching the lives of our students through education grounded in excellence, inclusivity and Catholic tradition is the foundation for this policy
 - 4.2 Digital technology is an important component of contemporary society, however schools should minimise the risk to students of the technology used for learning and maintain their wellbeing and privacy.
 - 4.3 Learning environments should support students in developing technological, social and emotional competencies.
 - 4.4 Digital Devices and Online Services should never be impediments or distractions to learning.
 - 4.5 Schools should be vigilant to minimise the risk of students using technology to abuse, threaten, bully or intimidate, or compromise the privacy of other students, staff or other members of the community.
 - 4.6 Schools must provide an environment which is compliant with the social media age restrictions.
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5. Mobile Phones and wearable technology

- 5.1 Student mobile phones (or other communication-enabled devices) must be switched off, out-of-sight and stored during the school day.
 - 5.2 There are three options available to schools for storage during the day: locker, bag or front office. It is expected that all primary schools will use the front office for storing phones and wearable technology during the school day. Secondary schools are expected to use either lockers or school bags.
 - 5.3 Exemptions to phones will be considered and applications for exemption are to be made to the school principal by parents/carers.
 - 5.4 Any exemption to this Policy must be approved and documented by the school principal or their delegated representative and such documentation will include the scope of the exemption, reasons for the exemption, to whom the exemption will apply and the length of the exemption.
 - 5.5 Schools have responsibility for managing all aspects of non-compliance in accordance with standard CSPD behaviour procedures,
 - 5.6 Schools will review the implementation of this Policy as part of their regular cycle of review for school procedures.
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6. Other Digital Devices

- 6.1 Other Digital Devices should not be used other than for school endorsed educational purposes during the school day.
 - 6.2 When not being used for educational purposes, non-mobile phone Digital Devices must be switched off, out-of-sight and be securely stored.
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7. Recording prohibition

No student may use any Digital Device to record audio or video during the school day except with the written permission of the Principal or Assistant Principal.

8. Responsibilities

School Leadership Team

- 8.1 Maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services.

- 8.2 Respond to and report any breaches and incidents of inappropriate use as required by school procedures, this Policy and any statutory and regulatory requirements.
- 8.3 Support parents and carers to understand the strategies that will promote their children's best learning environment free from digital distraction.
- 8.4 Provide teachers and other school staff with support and professional development in the appropriate use of Digital Devices.

All Staff

- 8.5 Model appropriate use of Digital Devices in accordance with CSPD policy.
- 8.6 Report any inappropriate use of Digital Devices to the principal, school executive or relevant teaching staff.
- 8.7 Respond to and report any breaches and incidents of inappropriate use of Digital Devices as required by school procedures, CSPD policy and any statutory and regulatory requirements.
- 8.8 Participate in professional development related to this Policy.

Parents and Carers

- 8.10 Support the implementation of this Policy by not contacting students on Digital Devices and online services during the school day and contacting the school directly if necessary.
- 8.11 Educate students in the behaviours that underpin the safe, responsible and respectful use of Digital Devices and provide support for the consequences given to students as a result of infringement of this policy
- 8.12 Support their children's responsibility for their child's use of Digital Devices and online services at home and outside of school hours.

Students

- 8.13 Use Digital Devices and online services in safe, responsible and respectful ways, consistent with the *Student Use of Digital Devices and Online Services Policy*.

9. Related Documents

- Student Wellbeing Policy, the School Bullying and Prevention Plan
- Student Wellbeing Framework
- Family and School Partnership Principles

10. Further Information

Further information on this policy can be directed to the Enterprise Service Desk via the ESD Self Service Portal.
