

Mobile Phone - Acceptable Use Policy

APPROVED: 2021

REVIEWED DATE: 2023, 2026

REVIEW DATE: 2028

Purpose of the Policy

For this policy, the term “*mobile phone*” refers to any wireless-enabled communication device, except for school approved devices.

At Newstead Christian School, we are committed to cultivating a learning environment that promotes genuine engagement, meaningful relationships, and active participation in community life.

In recognition of the increasing influence of technology and social media, the school seeks to provide students with opportunities to develop focus, resilience, and interpersonal skills in a setting free from unnecessary distractions. Accordingly, Newstead Christian School has adopted a personal device-free school day to support the development of respectful, attentive, and connected learners.

We ask that students and their parents or guardians read and understand this policy before a mobile phone is brought to school, so we can partner together in supporting good habits and wise choices.

Personal Health, Safety and Security

Newstead Christian School recognises that many parents choose to provide their children with mobile phones for reasons covering health, safety, security, and peace of mind. We understand the concerns families may have, whether it's children travelling on public transport, commuting longer distances, or simply wanting to know they can contact their child quickly before or after school.

At the same time, we also acknowledge that while having a mobile phone can offer reassurance, it comes with the responsibility to use it wisely and respectfully within the school environment. Our goal is to support families by balancing these needs, ensuring students feel safe while maintaining a positive and distraction-free learning space for everyone.

If a student requires their phone or other device (smartwatch, headphones, etc...) during school hours for health or family reasons, prior arrangement and approval must be made through a member of the Management Team.

Responsibility

It is the responsibility of students who bring mobile phones onto school premises to adhere to the requirements outlined in this document. The decision to provide a mobile phone to a child, should be made by parents or guardians. All parents should be aware if their child takes a mobile phone onto school premises.

Kinder to Year 10

It is our policy for students in all year levels that:

- Mobile phones (including smart watches and other wireless devices) are not permitted to be used at school by students, unless authorised by a teacher for special circumstances;
 - Mobile phones are brought to school at the owner's own risk;
 - If a student is required to carry a phone for safety purposes to and from School, the phone must be handed in to the Front Office at the start of the day from 8.30am and collected again at the end of the day (3.00pm);
 - Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues);
 - Parents should contact the School Office if they wish to get a message to their child during the school day
 - Students are not permitted to take mobile phones on Excursions or Camps.
 - When special permissions/circumstances have been granted, phone cameras (including video) must not be used in class without the express permission of the class teacher;
 - When special permissions/circumstances have been granted, phone cameras (including video) must not be used in places where it would be deemed inappropriate, such as changing rooms, toilets or swimming pools;
 - Mobile phones must not be used inappropriately. Refer to [Behaviour Management Policy](#), [Student Welfare](#), [Duty of Care](#), [Information and Communication Technology \(ICT\) Policy](#) and [Cyber Safety](#);
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Process

Kinder – Year 10 Student Mobile Device

- All mobile phones and similar personal devices (including smartwatches, earbuds, and wireless headphones) must be switched off and handed to the Front Office, unless explicitly approved by a staff member for a specific task. Any staff member that requires students to have access to their device/s will be responsible for the collection and return of the device to the Front Office until the end of the school day. This is enforced from 8.30am to 3.00pm during normal school days.
- Any student arriving late to school must hand their phone in at the Front Office.
- Any student requiring an early departure can collect their device from the Front Office.
- Students may not use phones for any purpose (calls, messaging, photography, social media, gaming, listening to music, etc.) during school hours or within the school property between the front and back gate entrances. If a student needs to contact home for an emergency, they must do this through the Front Office.
- Phones are not to be used for payment (e.g. at shops during excursions or camps) – students should bring physical cards or money instead.

- During excursions, camps or school-related events, the default expectation is that devices are not taken. Any exceptions will be clearly communicated by the teacher in charge, along with specific usage expectations and boundaries.

Consequences for Breach of Policy

Breaches of this policy will result in escalating consequences:

1. First offence – Device is confiscated and held at the Front Office until the end of the day.
2. Second offence – Device must be collected by a parent/guardian.
3. Ongoing or serious misuse – Parent meeting required; phone banned from school; possible internal suspension.

The Leadership Team may use discretion depending on the time between incidents or the nature of the breach.

Staff Responsibilities

All staff are expected to:

- Model responsible device usage.
- Enforce the surrendering and handing in approach consistently.
- Report and record breaches.
- Be vigilant in upholding this policy across all school contexts.

Related Policies

This policy is to be read in conjunction with:

- [Behaviour Management Policy](#)
- [Cyber Safety Policy](#)
- [Bullying Prevention & Intervention Policy](#)
- [Student Use of Social Media Policy](#)
- [Information and Communication Technology \(ICT\) Policy](#)