

Emmanuel College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This Policy considers relevant legislative requirements within the state of Victoria. From the beginning of 2020, student access to mobile phones within the classroom was banned. This policy also addresses the specific requirements of the Child Safe Standards as set out in [Ministerial Order No. 1359](#). This policy outlines the requirements of the Minister for Education relating to students using mobile phones during school hours.

Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. Mobile phones are not permitted to be brought to class and are to be stored in lockers during school hours.

Rationale

The purpose of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions.
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

Research confirms that mobile phones can negatively impact on educational outcomes for students. Constant notifications, messages and checking of phones is an ongoing distraction for students, limiting their ability to focus and concentrate on learning.

Research shows that:

- even when a phone is not turned on but is close to a person, its' physical proximity is distracting and reduces the person's ability to perform tasks.
- there is a link between the use of smartphones and an increase in depression, anxiety, and reduced happiness.
- mobile phone content can influence our dopamine pathways leading to a battle for more and more of the users' time.
- grades improve when mobile phones are banned from classes.¹

Family contact

Emmanuel College acknowledges that most students own a mobile phone and the importance they now serve as a tool of communication between parents/guardians and students. Hence, mobile phones may be used before and after school, and students are permitted to check and respond to important messages during recess and lunchtime, at their locker. Mobile phones are not to be carried around the school grounds.

Parents/Guardians are required to follow the early leave protocols, available in the Student Handbook, when making arrangements to collect students during school time. In an emergency, parents/guardians can contact Reception directly.

¹ Details of these studies can be found at <https://www.vic.gov.au/mobile-phones-schools#research>

Educational use of technology

The only device permitted for use by students is the College laptop. This device can be used to access SEQTA, email and calendars, apps such as Pulse, to make recordings or take photos.

On College excursions, phones may be taken but must be turned off and stored in bags throughout the excursion.

Process

- The individual student is responsible for the security of their phone. All students are provided with a locker and an individual combination lock to ensure that secure storage of the device is possible.
- The phone is to be turned off and locked in the individual student's locker throughout the school day, from the start of Homeroom until the end of period 6.
- Messages may be checked at the student's locker during recess and lunch. Mobile phones are not to be carried around the school grounds, including at the canteen.
- For the canteen, students will need to ensure they have cash or a physical bank card if they wish to pay for items electronically.
- Prior to entering a class, students will confirm that their mobile phone is turned off and locked in their locker.
- Students who bring a phone to class or have a phone on the yard will:
 - be immediately required to turn the phone off and put it in their locker.
 - be issued with a Friday detention.
 - be issued with escalating consequences in consultation with their parents and House Leader if they are issued with a third Friday detention.
- Staff will model and support this policy by not taking their own phones to class. Staff may take their phones to yard duties.
- Mobile phones may not be brought into any examination room.
- Headphones and ear pods may be used in some classes with specific teacher permission, such as during Maths Pathways videos.
- Students are not permitted to listen to music during class time.
- Students wearing headphones or ear pods outside of class may be issued with a Friday detention.
- Exemptions on medical grounds will be permitted with the approval of Deputy Principals.
- Emmanuel College does not accept responsibility for any loss or damage to a student's mobile phone.

Policy	Mobile Phone Policy
Developed	June 2023
Approved and Reviewed by	Leadership Team - 2025
Review Due	Annually