



ST COLUMBA'S

PRIMARY SCHOOL WILSTON

SCHOOL POLICY

MOBILE PHONE AND SMART WATCH

1. Policy Statement

St Columba's Catholic Primary School is committed to ensuring responsible use and security of mobile phones and SMART watches by students at school and related school activities. This Policy supports the:

1. Anti-Bullying Policy.
2. Student Protection Policy; and
3. Social Media Policy.

2. Scope

This Policy applies to:

- a) all students at the school while they are in class, on school grounds or involved in School activities on or off the school grounds; and
- b) all mobile phones and SMART watches.

All references in this Policy to mobile phones are to be read as referring to mobile phones and SMART watches.

3. Mobile Phone and Smart Watch Use

4.1 Application for Student Use of a Mobile Phone or SMART Watch

- a) Students will only be permitted to bring a mobile phone or SMART watch onto the school grounds for safety, security or emergency purposes and with the permission of their parents/guardians.
- b) Parents/Guardians who require their child to carry a mobile phone or SMART watch on School grounds must complete an Application for Student Use of a Mobile Phone or SMART watch (end of this policy).
- c) In completing an Application for Student Use of a Mobile Phone or SMART watch, parents/guardians and students agree to abide by the terms and conditions of this Policy.

4.2 Conditions of Use

- a) Parents/guardians and students must complete an Application for Student Use of a Mobile Phone or a SMART watch. A separate application must be completed for each Mobile Phone or SMART watch.
- b) Applications will only be approved if the parent/guardian has outlined to the school the safety, security or emergency purposes that justify the student being in possession of a mobile phone or SMART watch, and the school is satisfied that the mobile phone or SMART watch is required for such purposes.
- c) Mobile phones MUST BE TURNED OFF and handed in to the School Office between 8:00am and 8:40am, in a clearly labelled plastic bag where they will be stored in the front office.
- d) SMART watches must have school mode activated between 8:10am and 3:00pm so that outside connectivity cannot be achieved.

- e) At the end of the school day, mobile phones can be collected by students from the School Office at 3:00pm.
- f) Students are not permitted to have a mobile phone in their possession during school hours, which includes in their bag or desk during school hours. This includes all off-site school events, including but not limited to Athletic Days, Sporting Events, Excursions, Camps, and Eisteddfods.
- g) While at school, students are the responsibility of the school, and all instances that require emergency contact with parents/guardians MUST be through the appropriate staff member or a member of the administration.
- h) A mobile phone or SMART watch brought to school in accordance with a duly completed Application for Student Use of a Mobile Phone or SMART Watch are not to be used by other students.
- i) The school does not accept responsibility for loss of and/or damage to mobile phones or SMART watches.
- j) If parents/guardians have a need to make contact with their son or daughter during the day, this is to be done through the School Office.
- k) It is strongly advised that students use passwords/PIN numbers to ensure that unauthorised phone calls or other unauthorised use cannot be made on their mobile phones or smartwatches. Students should keep their passwords/pin numbers confidential.
- l) Mobile phone or SMART watch photos/videos are not to be taken or used on school grounds.
- m) If a student is found taking photographs or video footage with a mobile phone or a smart watch of either students or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to other School Policies (as applicable).
- n) If images of other students or teachers have been taken, the mobile phone or SMART watch will not be returned to the student until the images have been removed by the student in the presence of a teacher.
- o) The school may at any time revoke a student's privilege of bringing mobile phones and SMART watches to School.
- p) Parents are asked to talk to their children about the appropriate use of text messages and social media (children now must be 16 or over to use social media), as they can often be used to bully students.
- q) It should be noted that it is a criminal offence to use a mobile phone or a smart watch to menace, harass or offend another person. Hence, students with mobile phones or SMART watches must not engage in personal attacks, harass another person, or post private information about another person using any application, including SMS messages, taking/sending photos, videos, or objectionable images, or making phone calls.

Contravention of this policy will result in the confiscation of the mobile phone or SMART watch, and the parent/guardian will be contacted to pick it up from the School Office.

Link to [Application for Student to Bring a Mobile Phone or SMART Watch on School Grounds.pdf](#)

Enforcement and Compliance

This policy is enforced to uphold the safety standards of our school community. Compliance is expected from all parents, staff, visitors and volunteers to ensure the well-being of our students and staff.

Review and Adoption

This policy is effective immediately upon adoption by the school administration and will be reviewed periodically to ensure its alignment with safety protocols and regulatory guidelines. Any necessary revisions will be communicated to all stakeholders promptly.

Approval and Review Details

Approval and Review

Prepared By	Parent Representatives, WHSO Peter Maynard and School Principal Nick Fogarty		
Approved By	School Leadership Team		
Endorsed By	St Columba's School Board	Date:	March 2026
Next Review Date	March 2029		