

Mobile Phone and Personal Devices Procedure

Our Values: Curious Connected Learners, shape the Shirley Smith Way of Being and underpin how we relate to each other and our environment, how we respond to the aspirations of our community, and how we design our learning. All of our procedures, including our Mobile Phone and Personal Device Procedure reflect this.

Rationale

At Shirley Smith High School we understand that it may be important for some families that their child use their phones for communication to and from school. However, it is our community's expectation that mobile phones will be switched off and put away in student learner's school bags or lockers during the school day. This decision was made with directorate and community consultation and supports the acquisition of deep learning and personal privacy and safety while at school. The Mobile Phone and Personal Device Procedure provides guidance around the use of and steps taken for misuse by student learners of their mobile phones and other digital devices. It is grounded in and supported by:

- Our School's Values: *Curious Connected Learners*
- Our Wellbeing Framework: *Yindyamarra - Tread Lightly*

Approach

At the start of each term all student learners are reminded of the Mobile Phone and Personal Device Procedure and expectations. This is communicated through:

- Social media posts
- Google classroom posts
- Broadcast emails to parents
- Discussions in *Connect Groups*
- Directional signage in learning spaces

Special considerations and exemptions

Exemptions can be requested and must be approved by the school principal or delegate. Exemptions can be requested if a student needs their device/assistive technology:

- to manage or monitor a medical condition.
- to help meet caring or family responsibilities.

An exemption application will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner.

Other relevant documentation

- [Personal Use of Communications Devices Exemption Request Form \(27 kb Word\)](#)
- [Personal Use of Communication Devices in ACT Public Schools Policy](#)
- [Implementation Procedures – Personal Use of Communication Devices in ACT Public Schools Policy \(290 kb Word\)](#)

In Cases of Infringement

- If a student learner is found with a mobile phone or personal device:
 - The staff member will enter the student learner's name to SENTRAL Wellbeing.
 - These entries will be monitored by the staff member at The Student Hub desk each day.
 - Once a student receives two infractions related to mobile phones or personal devices, they will be given an orange slip informing them that they are required to hand their phone in to The Student Hub at the beginning of the next school day for which they are present.
 - Parents/carers and the learner's Connect Group teacher will be notified by email or phone
 - Before the start of the school day and with enough time that they are not late to Connect Group, the student learner must hand their mobile phone or personal device in to the staff member at the Student Hub desk.

Administration

- The staff member at the Student Hub desk will sign the phone in
- They will then store the device in a locked cupboard
- They will then sign the phone back out to the student learner after 3.30pm or sooner if they are leaving the school grounds early with permission

Student Wellbeing SLC or CONNECT Teacher

- Identifies and tracks multiple infringements
- Escalates to Senior Leadership if refusal to hand in mobile phone or personal devices occurs or if multiple infringements have occurred across the term.

Senior Leadership

- Follows up on refusals or repeated infringements in line with our Wellbeing Framework: Yindyamarra – Tread Lightly
- Communicates and works in partnership with parents/carers of the student learner
- Where a student has already been referred to the Senior Leadership Team for multiple infringements, and the misuse of devices continues to disrupt their learning, the Deputy Principal may escalate consequences. These may include:
 - the loss of privileges
 - restricted playground access
 - in-school suspension
 - formal suspension for non-compliance

Any such decision will be made in consultation with the Principal and the student's parents/carers.

Date Procedure was written	September 2025
Version	3
Date for review	2026
Author	Deputy Principal