



Student Mobile Phones & Smart Watches Procedure

1. Aim

PCPS Student Mobile Phone and Smart Watches Procedure details how Padbury Catholic Primary School will manage students bringing their smart devices to school. This procedure is in place to ensure devices are stored safely and used at appropriate times and in appropriate ways. This procedure creates a culture of safety and wellbeing where students feel safe and can flourish in their learning and development.

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

2. Scope

This Procedure applies to all students who attend Padbury Catholic Primary School.

3. Procedure

The following procedure is required to be followed for those students who bring personal smart devices to school.

- Parents will need to notify the school in writing if their child will be bringing a **mobile phone** to school.
- On arrival at school, mobile phones must be switched off and handed into the office to be securely locked away during school hours.
- The school accepts no responsibility for the misplacement, loss or theft of student mobile phones when not securely locked in the office.
- Use of a phone in school hours will result in the phone being confiscated and given to the school office. Parents will be contacted and will need to collect the phone from the Office.
- Use of mobile phones during out of school functions arranged by the school including excursions, camps, and retreats will not be permitted. Arrangements are in place for communication with a staff member in the case of an emergency.
- Students who wear **Smart Watches (or similar)** with internet and phone call/ messaging/ communication capabilities are able to wear the devices to school, but as soon as they enter school grounds, they are not permitted to use the watch to call, message, communicate or record in any way.
- Inappropriate use of a Smart Watch (or similar) in school hours will result in the device being confiscated and given to the school office. Parents will be contacted and will need to collect the device from the Office.



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PADBURY CATHOLIC PRIMARY SCHOOL

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If this procedure is not followed:

1. There will be a letter sent home to parents informing them of the matter and a warning registered and noted.
2. Any re-occurrence will result in an in-school detention.
3. For serious breaches and after due process, permanent exclusion may be applied in accordance with Catholic Education Office Policy 2-C7 *Exclusion of Students for Disciplinary Reasons*.

Authorised by	Marg Williamson	Signature:	
		Date:	
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