MOBILE PHONE & ELECTRONIC DEVICES

POLICY DETAIL	
Revision #	4
Effective Date	October 2026
Review Date	January 2028

CONTEXT

The widespread ownership of mobile phones and electronic devices among young people requires that school administrators, teachers, students, and parents take steps to ensure that all devices are used responsibly.

Thomas More College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety when travelling between home and the College.

This Policy that provides teachers, students and parents/caregivers with guidelines and instructions for mobile phones and electronic devices during college hours, excursions, camps and other related College activities.

PHILOSOPHY

At Thomas More College, we believe that the mobile phone policy will support:

- Students to concentrate on their learning without distraction
- Students to protect the privacy of all at Thomas More College
- Students to promote a socially acceptable practice for the use of mobile phones and other electronic equipment
- Students in the appropriate use of mobile phones and other electronic equipment.

PROCEDURE

It is the responsibility of students who bring mobile phones and electronic devices to Thomas More College to abide by the guidelines outlined in this document:

- Permission to have a mobile phone at Thomas More College while under the College's supervision is contingent on parent/caregiver permission in the form of a signed copy of the 'Student and Parent/Caregiver Agreement' form
- ALL contact between parents/caregivers and students during College hours should be through the Front Office. It is absolutely essential that the College is aware of any changes to a student's routine during the day so that it can carry out its duty of care

In order to maximize the learning opportunities for students and to ensure the safety of all community members, the following guidelines are to be followed by all students:

- All mobile phones and associated devices (including, but not limited to, AirPods, wired/wireless headphones, wearables (e.g. glasses, watches, cameras etc) in student possession must be switched off prior to entering school grounds or should be kept in students' bags and locked in student lockers during College hours and during any College activity or event, unless explicitly instructed by subject teachers to use a personal phone for educational activities or purposes
- Mobile phones are not to be used to make calls, send SMS messages, access the internet, engage with social media platforms, take photos, listen to music or use any other application during College hours and during any College activity or event. Students cannot 'hotspot' from their Mobile Phone to their laptop or use VPNs
- Students may access mobile phones to purchase products from the canteen and vending machines.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour and will be referred to the appropriate authorities
- It is illegal and forbidden for students to use their mobile phones or any electronic device to take videos and pictures of another person and then send the pictures to others, upload it to a website or social media platform for public viewing. This also includes using mobile phones to voice record, photograph or film any student/staff member without their consent

- When wearing the College uniform, students represent the College and are expected to use social media responsibly. Students must not post or share content while in uniform that is inappropriate, offensive, unlawful, or inconsistent with the College's values and expectations.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College
- The College reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities, e.g. exam rooms or during an internal suspension

PROCEDURE *continued*

Security

- The College does not accept responsibility for mobile phones or electronic devices that are damaged or lost, nor does it have the resources to conduct investigations into misplaced or stolen mobile phones
- The College accepts no responsibility for replacing lost, stolen or damaged mobile phones or electronic devices.

Personal Responsibility

Students are advised to:

- Label/engrave their mobile phone clearly with their names
- Use passwords/PIN numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. if stolen)
- Keep their password/PIN numbers confidential. Mobile phones and/or passwords may not be shared.

Responses to Inappropriate Use at Thomas More College

Students who infringe on the guidelines set out in this document may have their phone confiscated:

- The mobile phone or electronic devices will be stored and locked in a secure place in the Front Office
- Parents/caregivers will be informed of the confiscation via an infringement notice recorded in SEQTA
- The student will be able to collect their phone or electronic devices at the end of the school day.

If a student were to receive a third or subsequent infringement, it would result in the student's phone or electronic devices being confiscated and the parent being contacted:

- The mobile phone will be kept at the Front Office until parents/caregivers can come to the College for a meeting with a Wellbeing Mentor and/or a member of the Wellbeing Team. The student's privilege to bring the phone to the College may be withdrawn.

Subsequent breaches may result in the student being asked to stay away from the College until successful renegotiation has taken place with parent/caregivers.

All incidents impacting on the safety, security or privacy of members of this community may result in referral to the Police. In such cases, the parent/caregiver would be notified.

Policy Approvals	Signature	Dated
Approved by Principal		6 / 11 / 2026