



Mobile Phone & Electronic Devices Policy

St John XXIII Catholic College

160 Perfection Avenue, Stanhope Gardens NSW 2768

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This is designed in accordance with CSPD [Student use of Mobile Phones and other Digital Devices at School Policy](#)

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Student use of mobile phones and other digital devices is managed in line with the CSPD “Student Use of Mobile Phones and Other Digital Devices at School” Policy, which separates primary and secondary student requirements.

All students (K-12) are not to have smart watches of any kind.

Expectations in class

1. Mobile phones are to be switched off, out of sight and stored during the school day.
2. Storage options for students include:
 - a. Primary → Students will have access to a secure storage facility for their electronic devices (iPad and Phones inclusive) in the learning space.
 - b. Secondary → in their school bag or on their person.
3. AirPods or any earphones/headphones are also to be out of sight. The wearing of earphones/headphones will be treated the same as a phone being used, therefore should not be visible unless instructed by a staff member.

Teachers have the discretion to grant specific permission in the scheduled lesson for students to use their electronic devices for educational purposes only.

Expectations in the playground

Mobile phones and other electronic devices (iPad, laptops, gaming devices) are not to be used at any time while on College grounds, inclusive of recess and lunch breaks. They should be switched off, out of sight and stored during the school day. Students may access their device when they leave the school internal entry gates, outside of school hours.

Theft or damage

The school accepts no responsibility for lost, stolen or damaged phones or electronic devices. This includes while travelling to and from school.

Filming and photography

The unauthorised taking of images and recording sound of any student or member of staff is strictly prohibited. This applies to all College activities, both on the school premises and elsewhere.

Exemptions

- Students with a documented medical condition which requires the use of an electronic device will be granted an exemption. To have an exemption granted, the parent is required to provide medical documentation to the relevant Growth Coach.

- Upon approval, students will be issued an exemption card to present to staff when using their electronic device.
- Students are not permitted to use their electronic devices to pay for food/drinks when they are at the front of the canteen line.

Misuse of Technology process:

NB: If an electronic device has been sent to the office, students are only allowed to pick up their own at the end of the day.

1st infringement

1. The teacher asks the student to attend the office to check in their electronic device.
2. The teacher creates a "SJ23 Learning Behaviours" chronicle for phone usage.
3. The student attends the office and hands the electronic device in.
4. Office staff check in the electronic device and provide the student with a numbered mobile phone slip to be cited by the teacher.
5. Student returns the slip to the office staff at the end of the day to receive their phone back.
6. Teachers check in with the student to verify the slip received from the Office. They may follow up with the office to ensure the slip numbers match.

If a student refuses to hand in the phone, staff are to call the office and an AP will be dispatched to assist. The consequence for this response will be an afternoon detention.

2nd infringement

1. Steps 1-4 (of the 1st infringement) are repeated.
2. Upon receiving the 2nd infringement, GC is notified via the chronicle and meets with the student to inform them that they will be required to hand their electronic device into the office upon arrival for the next 3 school days.
3. The GC will confirm that the student has handed in the phone each day.

3rd infringement

1. Steps 1-4 (of the 1st infringement) are repeated.
2. GC is notified via the chronicle. GC to call home to inform the parents. Student needs to hand in their phone to the office for the next 5 days. The GC will confirm that the student has handed in the phone each day.
3. The student is issued an afternoon detention from the GC.

CSPD Guidelines for Managing Misuse of Technology

Related Documents

[Student use of Mobile Phones and other Digital Devices at School Policy](#)

[Student Behaviour Policy](#)

[Student well-being policy](#)

[Complaints policy](#) and procedures for [staff/students/parents, and caregivers](#).