



Catholic  
Education  
Commission  
Tasmania

# MOBILE PHONE, DEVICE AND WEARABLE TECHNOLOGIES PROCEDURE

**TABLE OF CONTENTS**

**1 PURPOSE..... 3**

**2 WHO DOES THIS PROCEDURE APPLY TO..... 3**

**3 REQUIREMENT FOR A PROTOCOL TO BE DEVELOPED IN EACH CATHOLIC SCHOOL ..... 3**

**4 CONTENT OF MOBILE PHONE, DEVICE AND WEARABLE TECHNOLOGIES PROTOCOL ..... 3**

**5 RESPONSIBILITIES ..... 4**

**6 RECORD KEEPING..... 5**

**7 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)..... 5**

**8 DEFINED TERMS ..... 6**

**9 FURTHER INFORMATION AND ASSISTANCE ..... 6**

**10 REVIEW OF THIS PROCEDURE ..... 6**

Document:	Date of commencement:	Page Reference:
Mobile Phone, Device and Wearable Technologies Procedures	7 February 2025	Page <b>2</b> of <b>6</b>

---

## **1 PURPOSE**

This Procedure aims to provide structure to Catholic Schools in Tasmania in the implementation of the Mobile Phone, Device and Wearable Technologies Policy.

---

## **2 WHO DOES THIS PROCEDURE APPLY TO**

This Procedure applies to all Catholic Schools operating in the Archdiocese of Hobart.

---

## **3 REQUIREMENT FOR A PROTOCOL TO BE DEVELOPED IN EACH CATHOLIC SCHOOL**

- 3.1** Schools must have a Mobile Phone, Device and Wearable Technologies Protocol (or equivalent document) which has a process for responding with a Student at an operational level. An example of a School Protocol is attached to this Procedure for reference (Attachment A).
- 3.2** The Mobile Phone, Device and Wearable Technologies Protocol is to align with the Mobile Phone, Device and Wearable Technologies Policy and the requirements of this Procedure.
- 3.3** Because of the different circumstances that Catholic Schools in Tasmania operate in, each school is to develop their Mobile Phone, Device and Wearable Technologies Protocol with reference to their circumstances. As such each Catholic School has discretion, within the bounds of the Mobile Phone, Device and Wearable Technologies Policy and this Procedure to develop a suitable Protocol.

---

## **4 CONTENT OF MOBILE PHONE, DEVICE AND WEARABLE TECHNOLOGIES PROTOCOL**

- 4.1** A Mobile Phone, Device and Wearable Technologies Protocol is to be written in accessible language. The use of diagrams and flowcharts is encouraged to improve accessibility for Staff, Students, parents and guardians. An example of a Flowchart is attached to this Procedure for reference (Attachment B).
- 4.2** The Mobile Phone, Device and Wearable Technologies Protocol is to clearly identify:
- (a) How a parent/guardian or independent student can apply for an Exemption to the Mobile Phone, Device and Wearable Technologies Policy. An example of an Exemption is attached to this Procedure for reference (Attachment C);
- 4.2.1** The School's response to a breach of the Protocol in line with the School's Behaviour Protocol's;
- (a) The School's procedure to secure the device, including confirmation that the device

Document:	Date of commencement:	Page Reference:
Mobile Phone, Device and Wearable Technologies Procedures	7 February 2025	Page 3 of 6

will be held in secured area and the content will not be accessed by school staff;

- (b) The School's procedure to release the device, including confirmation of who the device will be released to (student or parent/guardian).

## 5 RESPONSIBILITIES

ROLE	RESPONSIBILITY
Student	<p>Students who choose to bring mobile phones, devices and wearable technologies to school must have them switched off and securely stored during school hours.</p> <p>Independent Students can apply for an exemption directly to the Principal, as per the exemptions listed above.</p>
Parents/Guardians	<p>Parents/Guardians are to support CET and encourage Students to comply and adhere to this procedure.</p> <p>Parents/Guardians are responsible for applying to the Principal for an exemption from this policy if applicable.</p> <p>Parents/Guardians are to make this application in writing.</p>
Principals	<p>Required to document exemptions and clearly communicate the parameters associated with the exemption to parents and school staff.</p> <p>Required to follow and ensure the implementation of the Mobile Phones, Devices and Wearable Technologies Procedures in their school.</p>
Principal Leads	<p>Assist Principals if breaches of this procedure are escalated and require action being taken under the Response to Unacceptable Student Behaviour Policy and Procedure.</p>

Document:	Date of commencement:	Page Reference:
Mobile Phone, Device and Wearable Technologies Procedures	7 February 2025	Page 4 of 6

CET Child Safety Officer	Assist Principals and/or Principal Leads in responding to breaches of this procedure that may involve child safety matters.
CET Chief Information Officer	Assist Principals, Principal Leads and Child Safety Officer in responding to breaches of this procedure that may involve child safety matters, cybersecurity or criminal matters.

---

## 6 RECORD KEEPING

6.1 The school must:

- (a) Maintain a record of all exemptions received.
- (b) Maintain a register to sign in/sign for any mobile phones, devices and wearable technologies held by their Administration Office.

---

## 7 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

This Procedure relates to the following legislation and guidelines:

### ***Commonwealth legislation***

- (a) [\*Disability Discrimination Act 1992 \(Cth\)\*](#)
- (b) [\*Disability Standards for Education 2005 \(Cth\)\*](#)
- (c) [\*Privacy Act 1988 \(Cth\)\*](#)

### ***Tasmanian legislation***

- (a) [\*Anti-Discrimination Act 1998 \(Tas\)\*](#)
- (b) [\*Child and Youth Safe Organisations Act 2023 \(Tas\)\*](#)
- (c) [\*Children, Young Persons and their Families Act 1997 \(Tas\)\*](#)
- (d) [\*Criminal Code Act 1924 \(Tas\)\*](#)
- (e) [\*Education Act 2016 \(Tas\)\*](#)

Document:	Date of commencement:	Page Reference:
Mobile Phone, Device and Wearable Technologies Procedures	7 February 2025	Page 5 of 6

- (f) [Education Act Regulations 2017 \(Tas\)](#)

**Other**

- (a) [CECT Response to Unacceptable Student Behaviour Policy](#)
- (b) [Response to Unacceptable Student Behaviour Procedure](#)
- (c) [Student ICT Policy](#)
- (d) School Positive Wide Positive Behaviour Protocol or equivalent and processes
- (e) [National Principles for Child Safe Organisations](#)
- (f) [Tasmanian Office of the State Archivists Notice of Disposal Freeze on Records Relating to Children \(Tas\)](#)
- (g) [United Nations Convention on the Rights of the Child](#)

---

## **8 DEFINED TERMS**

For the purposes of this policy and related policy documents, refer to CECT Terms and Definitions document available on the CET Website for other

---

## **9 FURTHER INFORMATION AND ASSISTANCE**

For further information and assistance in relation to this Policy please contact Advisor: Governance Policy and Research [policy@catholic.tas.edu.au](mailto:policy@catholic.tas.edu.au)

---

## **10 REVIEW OF THIS PROCEDURE**

- 10.1** This Procedure will be reviewed every four years or earlier if required.
- 10.2** Updated versions of this Procedure will be available on the CET website and on request.

Document:	Date of commencement:	Page Reference:
Mobile Phone, Device and Wearable Technologies Procedures	7 February 2025	Page <b>6</b> of <b>6</b>

# ATTACHMENT A

## EXAMPLE MOBILE PHONE, DEVICE AND WEARABLE TECHNOLOGIES PROTOCOL

**(TO BE CONTEXTUALISED BY INDIVIDUAL SCHOOL)**

### RATIONALE

In (**Name of School/College**) parents/carers are always welcome to contact our administration office in relation to their child.

At (**Name of School/College**), we actively promote positive learning environments ensuring opportunities for safe social interactions and where physical activity is encouraged. We also acknowledge that while technology is a part of the everyday life of children and young people, including how they learn, communicate, work and play, it also is the responsibility of our school to ensure disruptions to learning are minimised wherever possible.

### PURPOSE:

The purpose of this protocol is to ensure that students and parents/carers understand the expectations in relation to students with mobile phones, devices and wearable technologies and consequences of using these devices without an exemption approved by the Principal.

(**Name of School/College**) acknowledges that:

- The right of every student and staff member to a safe and respectful school environment is protected.
- The right of every student and staff member to learn and teach in a mutually supportive environment is protected.
- Students, staff, and parents/guardians/carers are able to interact in harmony.
- Empathy, understanding, responsibility and accountability within the student body are promoted through encouraging students to reflect on choices and the impact of those choices on others.
- Student behaviour is managed in a just and fair manner according to individual needs, where a clear set of expectations regarding student behaviour is developed and consistently implemented.
- Parents/guardians/carers are kept informed of their student's behaviour, both positive and negative.

### KEY PRINCIPLES

- In normal circumstances, parents or caregivers wishing to leave messages for their children should do so by telephoning the school; school staff will endeavour to ensure that messages are passed on during class breaks.
- School office staff may also assist students who need to contact family or other persons in an emergency.
- At the start of each school day, any student's mobile phone, mobile device or wearable technology must be switched off and deposited for secure storage in their classroom (or as otherwise directed by their teacher) to be returned at the conclusion of the school day.
- Students are not permitted to possess or use a personal mobile phone, mobile device, or wearable technology during school hours while at school or involved in school activity, unless they have been provided with an exemption.

### STUDENTS USING MOBILE PHONE, DEVICE AND WEARABLE TECHNOLOGIES WITHOUT AN EXEMPTION

If a student uses their mobile phone, device or wearable technologies contrary to this Protocol without an exemption:

#### In the first instance:

The student will be asked to take the device to the Administration Office until the end of the school day. The device will be stored securely and entered in the Device Register by the Administration staff.

**If a student has a second instance:**

The student will be required to leave their device at the Administration Office at the beginning of each day for the remainder of the week. Parents/guardians will be informed of the breach and of this requirement.

**If a student has a third instance:**

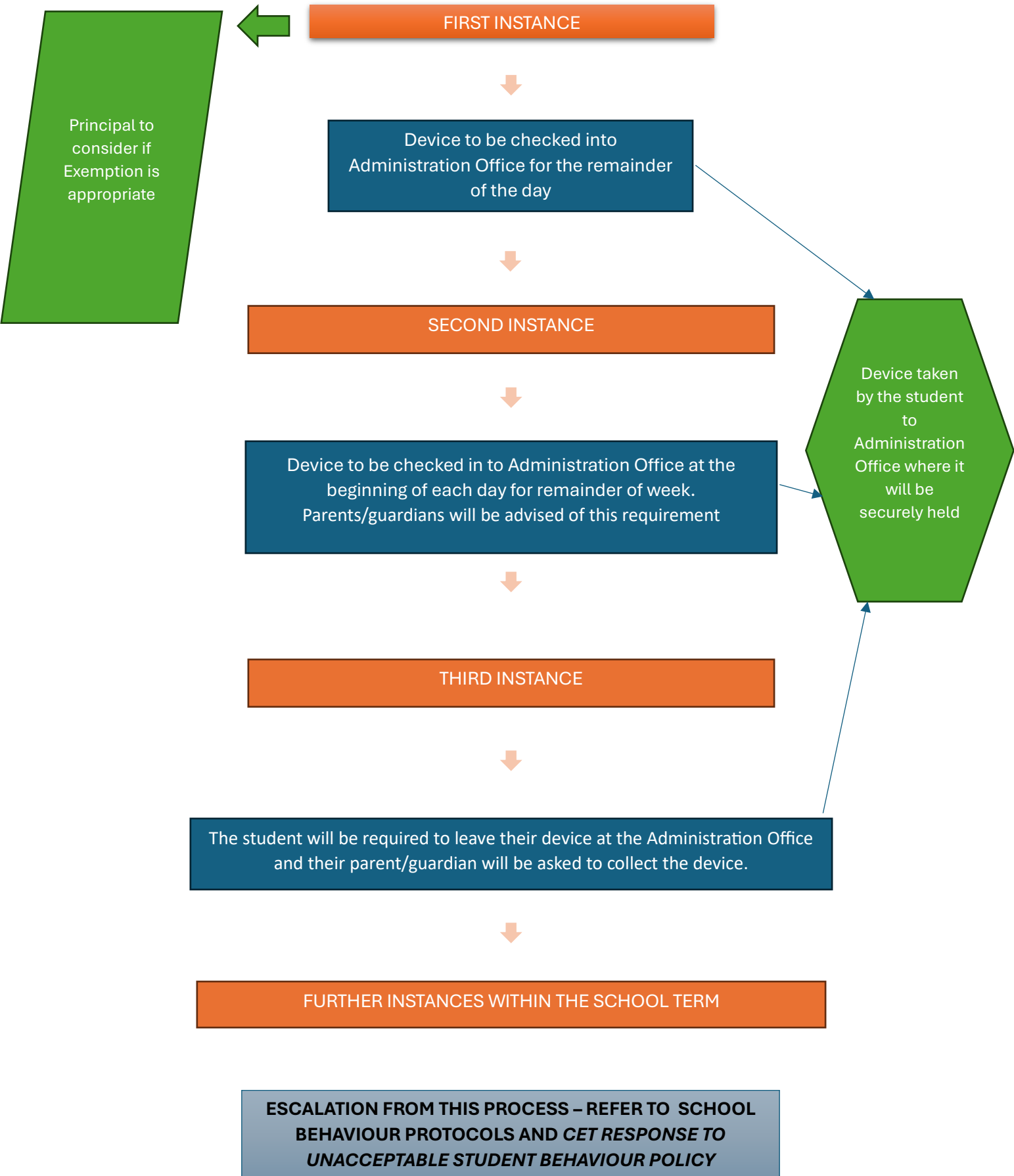
The student will be required to leave their device at the Administration Office until a parent/guardian can attend to collect the device.

If a student continues to breach this Mobile Phone, Device and Wearable Technologies Protocol, the School will follow actions as outlined in the School's Behaviour Protocol and, where appropriate, action will be taken in accordance with Catholic Education Tasmania's ***Response to Unacceptable Student Behaviour Policy***, the Principal must take steps in accordance with Catholic Education Tasmania's ***Response to Unacceptable Student Behaviour Procedure***.



# ATTACHMENT B

## EXAMPLE FLOWCHART: STUDENT USING MOBILE DEVICES, PHONES AND WEARABLE TECHNOLOGIES WITHOUT AN APPROVED EXEMPTION



# ATTACHMENT C

## Example – Exemption for Mobile Phones, Devices and Wearable Technologies

Application for Exemption to the Catholic Education Commission Tasmania (CECT) Mobile Phones, Devices and Wearable Technologies Policy.

- **<Name of School>** recognises that there may be the need for a student to have a mobile phone, device or wearable technology during school hours or during a school approved activity.
- The purpose of this document is to provide a user-friendly form for those parents/guardians and independent students who apply for an exemption to the CECT Mobile Phones, Devices and Wearable Technologies Policy and to ensure **<Name of School>** records all exemptions.
- Upon completion of this form by the parent/guardian/independent student for whom the exemption is being sought, the form should be submitted to **<school nominated email address>**.
- The application and supporting documentation will be considered by the Principal (or delegate) to make a decision. Parents/guardians/independent students will be notified of the decision in writing.

### Details:

Date of Application:	
Students full name:	
Students grade:	
Parent/guardian name:	
Parent/guardian contact number:	
Parent/guardian email address:	

### This application was initiated by:

<input type="checkbox"/>	Parent/Guardian
<input type="checkbox"/>	Independent Student

### Reason for Exemption:

Learning	Specific learning activities documented within a unit of work, for instance a unit plan or scope and sequence	<input type="checkbox"/>
	Reasonable adjustments to a learning program because of diagnosed disability and/or learning difficulty documented in an Individual Learning Plan	<input type="checkbox"/>
	Cross campus travel (confirmed by the student's timetable)	<input type="checkbox"/>
	Are offsite, not on school grounds, and unsupervised with parental permission documented in the student record, for example student study line	<input type="checkbox"/>
	Students on school endorsed work experience, work placement or school-based apprenticeship/traineeship ( <i>for the duration of the placement only</i> )	<input type="checkbox"/>
	Students undertaking Vocational Education and Training not on a CET school campus, for example TasTAFE ( <i>for the duration of the hours of the course only</i> )	<input type="checkbox"/>
Health & Wellbeing	Students with a physical or mental health condition documented in the student record, including in medical action plans etc	<input type="checkbox"/>
	Students who are carers documented in the student record	<input type="checkbox"/>
Excursions & Camps	Travel to and from excursions documented in the school's risk assessment plan	<input type="checkbox"/>
	An excursion or camp documented in the school's risk assessment plan ( <i>for the duration of the excursion only</i> )	<input type="checkbox"/>
Extenuating Circumstances	Principal to provide reason below:	<input type="checkbox"/>

### Parent/guardian or Independent student comment/additional information

Signature of Parent/Guardian:
Signature of Student:

### Principal

<input type="checkbox"/>	Approved on:
	Signature of Principal:
	Period of Exemption:
<input type="checkbox"/>	Declined (parent/guardian or independent student advised)