



Mobile Device Usage Procedure

Spotswood College has long maintained clear expectations around phone use – **personal phones are not to be used or visible during the school day**. While these expectations remain the same, we are updating our enforcement procedures to ensure consistency. This supports a calm, respectful, and focused learning environment. We encourage students to leave phones at home where possible. If following these rules may be difficult, students can hand their phone in to the school office for safekeeping during the day.

Enforcement Process

If a student uses a phone during the school day:

- **First incident:** The phone will be confiscated for the day. Teachers will deliver the phone to the front office for safe storage at the end of the lesson or at the nearest break time.
- **Second incident:** The phone will be confiscated for the week and can be collected after school on Friday.
- **Third and subsequent incidents:** The phone will be returned only to a caregiver.

Phones will be stored securely in the front office until collection.

Definition of Phone Use

“Phone use” includes:

- Anytime the phone is visible
- Listening to music
- Using headphones or earbuds connected to a phone
- Using smartwatches or other wearable devices for the functions of a personal phone

Personal phones must not be used or visible at any time during the school day, beginning from the moment students enter the school grounds.

Frequently Asked Questions (FAQs)

When do these new procedures take effect?

The updated procedures began on Monday, 10 November 2025.

How will parents reach their child during the day?

Please contact the school reception if you need to reach your child urgently. **We ask parents not to message or call students directly during school time.**

How can students contact their parents or caregivers?

Students may use the school phone at reception to contact parents or caregivers when necessary.

What if my child has medical or special education needs that require phone access?

Any diagnoses will need to be supplied to the front office to be included in their medical notes or discussed with the SENCO to be included in their Learning Support Plan.

What if a phone is required for a class activity?

Teachers will clearly indicate when phones may be used—this will be written in the Google Classroom and/or displayed on the classroom board. Any use outside of these instructions will result in confiscation.

What happens if my child refuses to hand over their phone?

Refusal may result in further disciplinary action.

Will I be informed if my child's phone is kept for longer than a day?

Yes. A physical note will be sent home with your child notifying you of the extended confiscation period.

Review: This process will be reviewed biennially, or earlier in response to legislative or operational changes.

Next Review Date: Nov 2027

Process Owner: Principal / SLT