



ST LUKE'S COLLEGE PHONE PROCEDURE

Objective

The purpose of this phone procedure is to establish clear guidelines for the responsible and safe use of phones within the school premises. This procedure ensures communication consistency and minimises disruptions to the educational environment.

Student Phone Use

Student use of mobile phones is restricted during class time, unless otherwise directed by a teacher for educational purposes.

Mobile phones should be kept on silent mode in lockers from PCG until the end of school to prevent disruptions.

All urgent phone calls during school hours should be made using the phone at the front office. Parents are reminded in case of an emergency, appointments or pick-ups during school hours, that they should contact the College reception on 91441081 to ensure their child is reached quickly and assisted in any appropriate way.

Confiscations of mobile phones will result in consequences, as outlined in the school's disciplinary procedure below.

Phone Confiscation Procedure-Teacher Administered

Students found in possession of their mobile phones after the start of PCG may have their phones temporarily confiscated by the teacher or staff member and it will be kept at the front office for safe keeping. Students must collect their phone at the end of the day.

1. Teacher/staff member confiscates the phone and hands it to the office.
2. Teacher/staff member to issue student with a yard duty.
3. Teacher/staff member to complete a SEQTA phone infringement for the student, tagging parents, **House Coordinators** and teacher on duty.

SECOND CONFISCATION-House Coordinator Administered

House Coordinator to issue student with a Tuesday lunch detention in N4 with the Deputy.

House Coordinator to contact parents to inform parents about the 2nd confiscation.

House Coordinator to discuss/reflect with student about the repeated offense.

THIRD CONFISCATION-Deputy Administered

Deputy to issue student with a further consequence.

Deputy to contact parents to inform parents about the 3rd confiscation.

Deputy to discuss/reflect with students and parents about the repeated offense.