Westminster School

Policy Title: Student Mobile Phone Policy

Policy Number: WS-POL-WHS-016

Approval body / Approver: SLT

Policy Title	Student Mobile Phone Policy
Contact person and role	Andrew Whiteman – Deputy Principal / Head of Senior School
Version Number	2
Date approved	November 2025
Next review by	November 2028

1. Overview

Westminster School ("the School") recognises the importance of reducing screen time for supporting students physical, social and emotional wellbeing. Stepping away from screens allows our students to reconnect with their surroundings, build friendships, and engage in activities that support healthy lifestyles, creativity and mindfulness. This policy is developed based on…

- Feedback from staff, parents and students,
- Research, including The Anxious Generation (Haidt) and Digital Minimalism (Newport), highlighting the benefits of reduced device use,
- The Westminster Capability Compass, which prioritizes student focus, resilience, creativity and relationships, and
- Legislative changes, including Australia Social Media Minimum Age Law enacted December 2025.

This Policy is intended to help everyone make the most of their time at school and maintain a positive, supportive atmosphere.

2. Scope

This Policy applies to all students while they are on campus or engaged in school activities throughout the school day. This includes periods before school, during recess and lunch, as well as during excursions and camps. The term mobile devices refers to mobile phones, smartwatches, tablets, and any other personal devices capable of connecting to a telecommunications network or the internet.

3. Purpose

The purpose of this Policy is to:

- Improve student focus and classroom engagement,
- Reduce distraction during lessons and social times,
- Improve involvement with cocurricular opportunities available,
- Increase opportunities for positive face to face connections,
- Healthier digital habits and improved wellbeing, and
- Reduce risk of privacy concerns.

4. Roles & Responsibilities

School Principal

The Principal is responsible for:

- Implementing and regularly reviewing this Policy,
- Approving exemptions, and

- Managing significant breaches to this Policy.

The Principal holds overall responsibility for implementing this Policy and any supporting procedures or related documents. Where appropriate, the Principal may delegate specific responsibilities to designated staff members.

School Staff

All staff members of Westminster School are responsible for:

- Role modelling appropriate use of mobile devices at all times,
- Ensuring that students who bring a mobile device to school are reminded of the expectations in regards to storing the device securely,
- Managing all reported and observed incidents of mobile device use in accordance with this Policy, and
- Recording a SEQTA Sanction and sending an email to parent or caregivers of students breeching the policy in a timely manner.

5. Policy

Daily Expectations

- Students are not permitted to carry or use mobile devices during school hours or while engaging in school-related activities,
- Where students are in possession of mobile devices during school hours or school-related activities, the devices must be turned off and securely stored in their locked locker,
- If mobile devices are brought to school, they are done so at the owner's own risk,
- No liability will be accepted by the School in the event of loss, theft or damage to the mobile device, and
- Exemptions will be made for students who use their mobile device to monitor symptoms for documented medical needs.

6. Policy Breaches

If students are found to be in the possession of a mobile device during the school day (including at their locker or in their pocket):

- Staff member to speak with the student directly,
- Student to take the device to the Senior School Office and it is stored for the remainder of the school day,
- Student will be issued with an after-school community service task (Tuesday or Thursday),
- Staff will report and record all incidents of misuse of mobile devices via SEQTA,
    - SEQTA (Mobile Phone -3),
        - "(students name) breeched the current mobile phone policy. As a result, they will attend community service between 3:30pm – 4:30pm on (Tuesday/Thursday).

- Parents shall be notified via email,
    - Email to parents or caregivers,
        - SBI model feedback (Situation / Behaviour / Impact),
        - Include Head of House / Year and Nat Scutchings in the email,
        - Example email in Section 9 below, and
- Repeated behaviours may result in the device being confiscated, and requiring parents to collect the mobile device from the School.

7. General Communication

- Parents or guardians who need to contact students during the day, should utilise email or SEQTA direct contact, or leave a message with the Senior School Office, who will contact the student.
- Students who need to contact parents or guardians during the school day, may seek permission from their Head of House / Head of Year to use their landline, or the Senior School Office.

8. Additional Considerations

- Students who wish to make purchases from the School canteen, will need access to a physical bank card in order to utilise the 'Tap & Go' payment system.

9. Example Email

Dear Kathy and John,

Today at lunch time Vivian was using her mobile phone. This breeches our mobile device Policy, and prevents her from connecting with others and forming healthy digital habits.

As a result, Vivian will be required to attend community service after school on Tuesday 28 October from 3:30pm until 4:30pm. Students are required to meet at room 201.

We appreciate your support in helping our students to navigate their school days without the use of their mobile devices.

Kind regards,