ANTONINE COLLEGE



DIGITAL TECHNOLOGIES
HANDBOOK

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1. Overview
- Partnership in the program
- Parent responsibility
- Student responsibility

2. Year 9-12 Laptop Program
- Specifications
- Accessories

3. Year 5-8 iPad program
- Specifications
- Preparing the BYO iPad for school use

4. Taking care of devices & safety
- General care
- Cleaning
- Carrying
- Protection from viruses
- Travelling
- Personal health and safety
- Digital citizenship

5. FAQs

6. Digital Technologies Acceptable Use Agreement

7. Mobile Phone Policy

Overview

Antonine College is committed to preparing students for their future in a globally connected society. Our Digital Technology program gives students the tools to have access to the world of information and participate in modern day learning. Digital Technology has the power to enhance differentiated instruction and promote creative and collaborative learning.

Our 1:1 programs:

- increase exposure to digital literacy
- promote student and family engagement and participation
- provide access to information, learning apps and tools including formative & summative assessments
- reduce the use of printed paper thereby benefiting the environment

The aim of this Handbook is to provide you with an overview of our digital technology programs, to share advice, best practice, information and specific guidelines on the use of technology at the College. This Handbook is updated as programs change to reflect the environment around us and to ensure continued enhancement of student learning. We recommend you avoid printing this document and access through our College Website to ensure you have an updated version.

Partnership in the program

The safe and appropriate use of digital devices is important, and we request that devices are used in moderation and boundaries are set by students, teachers and parents as we work together in partnership. The College expectation is that responsibility for the entire program is shared amongst parents, students and the College. Our students must take personal responsibility for their devices and are expected to participate in online safety and the appropriate use of digital devices and to be familiar with the contents of this Handbook.

Parent responsibility

Parents are encouraged to direct, create and implement their own family rules and expectations for devices used at home. Set clear non-negotiable rules, to support acceptable online safety practices. Clearly communicate your rules and expectations regarding screen time and access to age-appropriate content (i.e. games, apps and social media) and revisit them when necessary.

While the school network system will provide some Internet security through Internet content filtering there is no substitute for parental supervision when using a digital device. Parents are ultimately responsible for monitoring student use of digital devices and the Internet at home. We request parents support College expectations that have been provided in this Handbook.

Education is about empowering your child, not just disciplining them. To help your child be empowered in the online world, ensure that your child feels safe to talk to you about anything that might upset them online. Let them know that they should seek you or another trusted adult whenever they are unsure.

“The culture of a school is set by the leadership and teachers, but it is students and parents that can really make it strong. When students feel empowered to work with adults, to create opportunities for positive relationships and make commitments to engage in positive behaviours

they can establish a positive peer group culture that makes a huge contribution to the school culture"

Bully Stoppers, Parents & Cybersafety, DET

Student Responsibilities

- Students are encouraged to use OneDrive cloud-based storage to ensure their data is safe. Students are responsible for any data stored on their device.
- Students are required to have their charged device, for every class unless advised otherwise by their teacher. Students are required to charge their devices at home each night in preparation for the school day.
- Students are required to observe and respect license and copyright agreements.
- Students must keep passwords and personal information confidential.
- Ensure protective covers or sleeves are in place at all times.
- Use appropriate screensavers and wallpaper that do not violate any College guidelines or expectations.
- Adhere to the Digital Technologies Acceptable Use Agreement.

Year 9-12 Laptop Program

Students in Year 9 transition from iPads to MacBook Laptops for their schooling from Year 9-12. As a College, we are committed to providing students with opportunities to learn, create and collaborate using digital devices. Students and teachers have expressed their satisfaction with the transition to laptops at Year 9 as this suits the learning and teaching requirements of the senior years.

The College will again be utilising Apple MacBook Air (13 inch) Laptops. It is important that all students have the same laptop for ease of compatibility with the use of this technology within the classroom.

- All students are advised to use the same hardware and software to allow for greater utilisation within the classroom and for the delivery of more effective teaching and learning.
- The College has obtained optional educational pricing through JB Hi-Fi (details communicated via email).
- The Apple laptops have proven to be very reliable and robust over the four years of student usage.
- We recommend the purchase of AppleCare+ three-year warranty
- Technical support will continue to be offered by the Antonine College IT Department.

Laptop Specifications

Apple MacBook Air 13-inch with M5 chip:

- Apple M5 chip 10-core CPU with 4 super cores and 6 efficiency cores 8-core GPU, Neural Accelerators, Hardware-accelerated ray tracing, 16-core Neural Engine, 153GB/s memory bandwidth
- macOS 26 (Tahoe) operating system
- 16GB unified memory
- 512GB SSD storage
- 13.6-inch LED-backlit display with IPS technology; 2560-by-1664 native resolution
- 12MP Centre Stage camera with support for Desk View, 1080p HD video recording
- MagSafe 3 charging port, Two Thunderbolt 4 (USB-C) ports
- Apple N1 wireless chip provides Wi-Fi 7 and Bluetooth 6
- 30W USB-C Power Adapter

- Backlit Magic Keyboard with Touch ID and Ambient light sensor
- Up to 18 hours battery

Accessories: Laptop Bag and Casing & Headphones or Air pods suitable for use with Laptop
Warranty: AppleCare+ for Mac (up to 3 years warranty)
For full details about AppleCare+ warranty: https://www.apple.com/au/applecare

Laptop Set Up to prepare for school:
Students are required to follow the steps on the link below to set their laptop up for use at the College.

BYO Laptop Setup

Print Setup:
https://antonine.s3.ap-southeast-2.amazonaws.com/uploads/2025/Printing-Setup.pdf

Year 5-8 iPad program

Antonine College uses a Bring Your Own (BYO) iPad Enhanced Learning Program in Year 5-8, for student learning, including:

- Engagement with curriculum
- Family engagement (i.e. Seesaw)
- Opportunities for creativity, innovation and collaboration
- Potential for further learning enhancement

iPad Specifications
Apple iPad 10.9-inch Wi-Fi 128GB (11th generation)

- Striking 10.9-inch Liquid Retina display with True Tone
- A16 chip with 5-core CPU, 4-core GPU and 16-core Neural Engine
- 12MP Wide back camera, f/1.8 aperture
- Landscape 12MP front camera with Centre Stage, f/2.4 aperture
- Touch ID for secure authentication
- Stay connected with ultrafast Wi-Fi 6
- USB-C connector for charging and accessories
- Go far with all-day battery life (battery life varies by use and configuration, see Apple website for more information)
- iPadOS 18 comes with powerful features and built-in apps designed to take advantage of the unique capabilities of iPad
- Works with Apple Pencil (students may choose to purchase Apple Pencil and Keyboard)
- Protective case and screen protector (recommended to protect iPad)
- Wi-Fi only (no SIM cards allowed)
- Students require headphones or AirPods suitable for connection with the iPad

Note: The iPad your child commits to educational use will be managed by the College and therefore have some restrictions including the removal of apps such as Messenger and FaceTime.

Note: The College has obtained optional educational pricing through JB Hi-Fi (details communicated via email).

What is iPad OS?

Every device such as phones, tablets and computers have an Operating System (OS). You may have heard of some Operating Systems such as Windows or Android. iPad OS is the name of iPad's Operating System. It runs the iPad and is the house that your apps live in. The OS is

always being improved. When you update your device, you are updating the OS. It gets more features and makes your device more powerful. It gets to a point where the device is too old and can't handle the newer OS.

Does it have to be a brand-new iPad?

No. The iPad needs to be able to run iPadOS18 and have a protective case and no SIM card.

What if we already have an iPad?

If your child already has an iPad that meets the above specifications, then that iPad is acceptable. Note that the iPad that your child commits to educational use will be managed by the College. This means that some restrictions will be applied which will allow it to enroll into the College Network. This includes the removal of apps, such as Messenger and FaceTime.

Appropriate iPad

If you have an iPad at home that can run iPadOS 18, you may choose to commit that iPad. Please consider purchasing an AppleCare Protection Plan warranty and/or insurance. Check with home and contents insurers for coverage.

What is the due date to bring in my iPad?

All Year 5-8 students must have their iPad ready to go by the **first day of Term One.**

How do I prepare my iPad?

To join the Antonine College Network, your iPad will need to be as it was out of the box. That means that you will have to:

1. Save the photos and files and anything else that you wish to keep. There are several ways to do this such as with DropBox or Google Drive. Your child has 1TB of storage in OneDrive if they sign in with their Antonine College email and password.
2. Sign out of your Apple ID
3. Erase all Content and Settings.

Will I lose photos and videos or other files?

Not if you move them first. Photos, videos, files and any user-generated content will be lost unless you move them somewhere safe before you erase the iPad. There are many ways to do this. The College can support you to find a method that suits you. But note that **managing and backing up your files ultimately has been and always will be your responsibility**.

Will I lose my apps and subscriptions I paid for on the App Store?

No. Any apps and subscriptions you own will still be available for download once you sign back in again with the same Apple ID.

Will Messages and FaceTime be available?

Not for the time being. There is currently no way to prevent students using Messages and FaceTime during class other than to remove those apps completely. Please continue to contact your child via the Front Office as per College policy.

Why do I need to erase all content and settings?

The main reasons are:

- Child Safety and the Duty of Care schools must provide
- Student access to College resources
- Connecting to the College Network and systems
- Future Proofing the College Network against changes and updates outside of our control.

The iPad allows for learning conditions and activities that are otherwise impossible. It unlocks a whole future world of education that we could not access otherwise. iPad is not built specifically for schools alone or for children. Therefore, all schools must put measures in place that keep everyone safe. The only way an iPad can enter our College Network is through an enrolment process. That enrolment begins with a clean, erased iPad.

What's the difference between my home network and the College Network?

Home networks are open and unfiltered. This means that you and your family can access anything online from home. With your young people in our care, we can't have that at school. The College has built a safe and secure network designed to optimise learning without compromising child safety, so we block many inappropriate websites and apps. We also provide access to school resources and systems which are built-in to the College Network.

How do I save my photos, videos and other files?

There are many ways that you can do this:



All students of the College have 1TB of storage in OneDrive. Download the OneDrive app and sign in using your school email and password. You can then move pictures and files to OneDrive then access them from another device to save them there.



iPad has an app called Files. This app can connect your iPad to DropBox, GoogleDrive, OneDrive, iCloud and others. You can then transfer your files to them using the Files app.

What if I don't want to erase my iPad?

An iPad cannot be considered safe to bring to school unless it is enrolled into the College Network. In order for that to happen, the iPad must first be erased. We have investigated and trialed a number of options to avoid this but unfortunately all of them are compromised. There is no way around it for reasons including child safety and the security and future-proofing of the broader College Network. The College has never allowed devices at school that are not for educational use. iPads not enrolled in the College Network are considered for personal use and so must not be brought to school.

Can I use my iPad for personal use as well?

Yes, but the iPad you dedicate for educational use will be set up primarily for that purpose. Apps and storage space will go to educational needs first. It can still be used for personal activities as well. Some apps that you as a parent allow your child to have for personal use may be blocked at school. This includes social media apps that are popular with young people. It cannot be considered safe and appropriate to use at school unless it is enrolled into the College Network.

Can I use a VPN on my iPad?

No, you cannot bring an iPad to school that is on a VPN (Virtual Private Network). VPNs allow

your child to access anything online, including what is blocked by the school. They do this by bypassing the safety protocols in place on the College Network.

How do I make it safe for my child?

We highly recommend that parents set up Family Sharing, Screen Time and Parental Controls for home. They allow you to check which apps your child uses most, how much time they spend on it, you can restrict access to adult sites, grant or revoke permissions, share the same purchased apps and more. They are built into the iPad Settings and are one of the main reasons iPads were chosen.
Family Sharing - https://support.apple.com/en-us/HT201088

Taking Care of Devices & Safety

Students are expected to follow all the specific guidelines listed below and take any additional common-sense precautions to protect devices.

General Care

- Keep the equipment clean. For example, don't eat or drink while using devices. Keep the devices away from all liquids
- Ensure devices have air circulation while charging
- Close the device when it is not in use, in order to save battery life and protect the screen
- Do not walk from one location to another with an open device. This is applicable at school and at home
- It is a student's responsibility to maintain a 100% working device at all times. If the student's device is not working properly the student needs to visit IT Helpdesk for troubleshooting or repair work. If the device cannot be fixed immediately, where possible the student will be issued a different device to use on a temporary basis or a loaned device from the College Library
- Shut down the device when it won't be used for an extended duration
- When the device is not in use, store it in a secure location. When not in class the device should be stored in the student's locker or tub. Lockers are required to be locked
- Do not allow anyone else to use the device other than parents or guardians who may be helping the student with their work.

Cleaning the device

- Use a soft, dry, lint-free cloth in most cases when cleaning
- Laptop screens show fingerprints and smudge easily, be sure to follow proper cleaning procedures and use a suitable cleaner for cleaning a screen. Never use cleaning products with acetone or ammonia

Carrying the device

- Always completely close the lid and wait for the device to enter sleep mode before moving it, even for short distances.

Protection from viruses

Students must take reasonable steps to ensure that they do not introduce or propagate computer virus infections within the College community. Such reasonable steps include:

- Not opening files from insecure sources or sources where security is unknown or questionable
- Not opening emails that are of a questionable or dubious origin
- Only opening email attachments that are expected or from trusted sources

Travelling with device

- Students must be mindful of the risk of damage or theft while they are travelling to and from the College each day. Please use the appropriate laptop bag and iPad cover and store safely in school bags.
- Antonine College accepts no responsibility for lost, stolen of damaged devices

Personal Health and Safety

- Avoid extended use of the laptop resting directly on a lap. The bottom of the laptop can generate significant heat. Use a barrier, such as a book or devices made specifically for this purpose, if working on a lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimise discomfort.
- If possible, set up a workstation at home with an external keyboard and mouse that allows the student to situate the screen at eye-level and the keyboard at lap-level.
- Take regular screen-time breaks for eye health

Student Digital Citizenship

Antonine College values the internet and digital technologies as resources for teaching and learning. All students have been asked to use the Internet, Cloud-based Applications and digital technologies responsibly. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Antonine College we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- Provide a filtered internet service
- Provide guidance for safe and ethical use of digital technologies for learning
- Support students in developing digital literacy skills
- Provide cyber-safety programs for students and parents
- Reserve the right to check files and school email accounts
- Work with students to outline and reinforce expected behaviours when using digital technologies

- Request all students and parents are familiar with and agree to abide by our Digital Technologies Acceptable Usage Agreement.

Please see the resources below for information relating to a range of Digital Citizenship issues:

Set up parental controls:
https://support.google.com/googleplay/answer/1075738?hl=en

Esafety parent webinars:
https://www.esafety.gov.au/parents/webinars

Family Sharing
https://support.apple.com/en-us/HT201088

eSmart
Antonine College is an eSmart school. Resources are available at esmart.org.au
https://www.esmart.org.au/

FAQs

1. **Will I use the same device throughout my entire time at Antonine College?**
   During Year 5-8, students are required to have a BYO iPad. During Year 9-12 students are required to have a Macbook Laptop.

2. **Does Antonine College provide maintenance on my device if it is needed?**
   Yes. IT Help Desk staff will provide maintenance support for students where possible.

3. **What will I do without a device in my classes if it is being repaired or while I am replacing it if it is lost?**
   IT Help Desk and the Library stocks a limited number of devices that can be loaned out on a case by-case basis.

4. **If I purchase software in addition to the available software provided through the College, will the Help Desk staff load it for me?**
   No. Your device will be loaded with the appropriate software required for your classes.

5. **What if I want to add options to my device?**
   Antonine College is authorised to add options, software and upgrades to your device. At the end of your time using the device at the College it will be reimaged and software licences removed and at this stage you can then add options to your device.

6. **What if I want to run another operating system on my laptop?**
   Only the operating system chosen by Antonine College will be authorised to run on a device.

7. If the accessories to my laptop or iPad are lost or stolen, how much will it cost to replace them?

It is the student's responsibility to maintain the charger and other accessories. The student/parent will replace lost or damaged chargers and accessories. Any replacements need to be purchased from an authorised seller. IT Helpdesk can support you in finding the nearest seller.

8. What if I come to school and my device is not charged. Can I get a power adaptor from IT Helpdesk?

Daily charging of devices is the student's responsibility. During a normal school day, a fully charged device will last the entire day for classes with no additional charging required. If a student comes to class with a device that is not charged, specific consequences may occur for the student, and they will not be able to obtain a power adaptor from IT Helpdesk. It is recommended to establish a routine at home for the charging of the device so that it can charge overnight in a central location in the family home. It is strongly recommended that overnight charging does not happen in a young person's bedroom. The College Library has facilities available for students to charge their devices as well as some charging stations around the school to be accessed during break time.

9. Can I use earbuds with my device and do you supply them?

Earbuds, air pods and headphones can be used when directed by the teacher. Students are responsible for their own earbuds, air pods or headphones.

Digital Technologies Acceptable Use Agreement

My Responsibilities as a Digital Citizen When Using ICT

I understand that technology is an important part of learning at Antonine College. When I use Information and Communication Technology (ICT), I am expected to act as a responsible digital citizen.

A responsible digital citizen uses technology safely, respectfully, ethically and responsibly. I understand that my online actions can affect myself, others and the wider Antonine College community. I am responsible for making positive choices when using technology.

For my safety and the safety of others, I agree that I will:

- use College ICT resources, devices, applications and online platforms appropriately and primarily to support my learning
- communicate respectfully and responsibly in all online environments, including emails, messages, online discussions and collaborative learning spaces
- respect the dignity, privacy and wellbeing of others and not engage in cyberbullying, harassment, discrimination, intimidation or any other harmful online behaviour

- protect my personal information and respect the privacy of others by not sharing personal, confidential or sensitive information, images, videos or other content without appropriate permission
- not upload confidential, personal or sensitive Antonine College, staff or student information into Artificial Intelligence (AI) tools or online services unless approved by my teacher and permitted by Antonine College
- tell a teacher or another trusted adult at school if I receive requests for personal information, encounter unsafe or inappropriate online behaviour or content, or have concerns about my online safety
- think critically about information I find online or receive from AI tools by considering whether it is accurate, reliable, current, unbiased and appropriate before using or sharing it
- respect copyright, intellectual property and academic integrity by acknowledging sources, respecting copyright requirements and giving credit for the work of others
- use Artificial Intelligence (AI) tools responsibly and only when permitted by my teacher. I understand that AI is a learning support tool and should not replace my own thinking, judgement, creativity or effort
- acknowledge my use of AI tools or AI-generated content whenever required by my teacher or College assessment requirements
- understand that submitting AI-generated work as my own, or using AI in ways that breach assessment requirements, may be considered a breach of academic integrity
- understand that AI systems can make mistakes, produce biased information or generate inaccurate responses, and that I am responsible for checking important information before relying on it
- follow the legal, ethical and privacy requirements of the applications, software and digital platforms I use at Antonine College
- keep my passwords private, protect my accounts with strong passwords or passphrases and never use another person's login details
- take reasonable care of my device and use College ICT resources safely and responsibly
- recognise that my online behaviour contributes to a safe, respectful and inclusive Antonine College community.

Unacceptable Behaviour When Using ICT

For my safety and the safety of others, I understand that I must not:

- use personal hotspots, VPNs, proxy services or any other methods to bypass the College's internet filtering, monitoring or cybersecurity systems
- access, create, store, share or distribute inappropriate, offensive, harmful, discriminatory or illegal content
- photograph, record, livestream, publish or distribute images, videos or audio of another person without their permission and appropriate approval
- use AI or other technologies to create, alter or distribute deepfakes, synthetic media, images, videos, audio or messages that impersonate, deceive, embarrass, threaten or harm another person
- use AI tools to generate harmful, offensive, discriminatory or illegal content
- use AirDrop, Bluetooth, peer-to-peer sharing or other file-sharing technologies without teacher approval
- attempt to access, modify, delete or interfere with another person's files, accounts, devices or data

- install unauthorised software, applications, browser extensions or security tools on College devices
- open suspicious links, attachments or messages that may contain phishing attempts, scams or malware and report my concerns to a teacher or appropriate staff member
- interfere with the operation, security, monitoring or availability of College ICT systems
- use ICT resources in a way that disrupts learning, compromises safety, breaches privacy or negatively impacts members of the College community.

Consequences for a Breach of this Agreement

I understand that if I do not follow this Agreement or the Antonine College ICT Acceptable Use Policy, the College may respond in accordance with the Student Code of Conduct.

Depending on the nature and seriousness of the breach, consequences may include:

- a conversation with a staff member
- a reminder or formal warning
- restorative action
- temporary confiscation of my device
- restriction or suspension of ICT access
- notification of my parent(s), guardian(s) or carer(s)
- disciplinary action as determined by Antonine College.

I understand that serious breaches may require further investigation and may result in additional consequences or referral to external authorities where required by law.

Additional College Requirements

As a student at Antonine College, I agree that:

- I will disable smartwatch features during the school day unless medically required or approved by the College
- I will not use my mobile phone during the school day unless permitted by a staff member
- I will use technology in ways that support my learning, wellbeing and positive relationships within the Antonine College community.

Student Agreement

I have read and discussed this Digital Technologies Acceptable Use Agreement with my parent(s), guardian(s) or carer(s).

I understand that access to Technology is an important part of my education. I understand that I am responsible for using technology safely, respectfully, responsibly and ethically and that inappropriate use may result in consequences under the Student Code of Conduct.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Agreement

I agree that:

- my child may use approved educational websites, applications and online services as part of their learning, including services that may use secure off-site servers
- information about additional digital tools used by students is available upon request
- Antonine College provides appropriate supervision and takes reasonable steps to minimise risks associated with online learning environments
- helping students develop safe, responsible, ethical and respectful digital citizenship is a shared responsibility between Antonine College, students and families.

I have read and discussed this Digital Technology Acceptable Use Agreement with my child and understand the expectations and possible consequences of inappropriate use of Technology.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Antonine College Mobile Phone Policy- Student Use

PURPOSE

To explain to our school community the Department and Antonine College policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Antonine College and,
2. Students' personal mobile phones and other personal mobile devices such as smart watches and iPads, brought onto school premises, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. This includes any device that may connect to or have a similar functionality to a mobile phone such as smart watches with their own sim.

POLICY

Antonine College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently or using the College bus service.

At Antonine College:

- Students who choose to bring mobile phones to the College must have them switched off and securely stored in their locker during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the College office

Personal mobile phone use

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones must not be used at Antonine College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone only for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Antonine College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Antonine College does not have insurance for accidental or deliberate property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Department's Personal Goods policy.]

Where students bring a mobile phone to school, Antonine College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so

- Cedar Campus students who bring mobile phones to school will need to leave these at the front office at the beginning of the school day and collect them at the end of the school day. These will be labelled and securely locked for the day. It is preferred that Cedar students do not bring mobile phones to school.
- St Joseph Campus students are required to store their phones in their locker. It is the responsibility of the student to ensure that they secure their locker and that it is locked at all times.

Enforcement

Students who use their personal mobile phones during school hours or inappropriately at Antonine College will be issued with the following consequences that is in line with the College Student Wellbeing and Engagement Policy's Tiered Approach:

- 1st Infringement- Warning that is recorded on Behaviour Tracking with a Parent Notification Letter
- 2nd Infringement- Mobile Phone is handed to Student Services for 5 consecutive school days

- Subsequent Infringement(s)- Phone is Confiscated and Parent Meeting requested with relevant school leader.

At Antonine College inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, swimming pools or excursions
- during exams and assessments

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite.
- can **only** be granted by a member of the Leadership team, in accordance with the Department's Mobile Phones Policy.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

1. Learning-related exceptions

Specific Exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty. This is to be negotiated with the Learning Diversity Leader at the relevant campus.	Personalised Learning Plan

Health and wellbeing-related exceptions

Specific Exception	Documentation
Students with a health condition	Student Medical Plan i.e diabetes
Students who are young carers or experiencing extenuating circumstances	Case Management Team Notes

Exceptions related to managing risk when students are offsite

Specific Exception	Documentation

Travelling to and from excursions	Risk assessment planning documentation
Students on excursions Students on camps	Risk assessment planning documentation Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel ie. VET	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Antonine College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

RELATED POLICIES AND RESOURCES

- Mobile Phones- Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods- Department Policy
- Antonine College Student Wellbeing and Engagement Policy can be located on our College website or via PAM and SIMON

Review period

This policy was updated August 2025 and is scheduled for review August 2026.