



15 March 2024

Dear Families,

Thank you for your support of the College throughout Term 1.

We are writing to remind all students and families about our College Mobile Phone policy and procedures. Like many secondary schools across Australia, Penola Catholic College does not permit digital devices including mobile phones and headphones/wireless headphones to be used during the school day. The exception is if a student has been instructed by a staff member for learning purposes to use the device or using a pay app when purchasing food at the canteen. The policy aims to assist students to focus upon their learning and limit distractions from factors such as social media.

Students have been made aware through assemblies and notices in the bulletin about the consequences if their phone or headphones are seen at any point during the school day (unless for permitted reasons above) including at recess or lunchtime. Students are urged to store their phone and headphones in their locked lockers. Students who require a replacement padlock can purchase from the Accounts Office. For your reference the consequences of breaching the digital devices policy are summarised below:

**Students who refuse to hand the phone over to the staff member will incur the consequences of the next offence.**

<b>First offence</b>	The phone/headphones will be confiscated and taken to the Campus Office. If this is a first offence the student can collect it at the end of the day.
<b>Second offence</b>	The phone will be confiscated and placed in the office until the end of the day. A text message will be sent to the parents by the Campus Office telling them that on the next breach a parent will have to collect the phone/headphones.
<b>Third offence</b>	The phone/headphones will be confiscated and placed in the office. The Campus Office staff will text the parent that they will be required to collect the phone/headphones.
<b>Fourth offence</b>	The phone/headphones will be confiscated and placed in the office. YLC/COS will schedule a meeting with parents for the phone/headphones to be returned. A Saturday Detention will be applied.



**Penola**  
CATHOLIC COLLEGE  
EST. 1995

We will continue to urge all staff to be consistent in the application of this policy and students will be asked for their phone or headphones if seen so that it can be taken to the Campus Office. Students need to consider alternatives for checking the time and their timetable which include wearing a wristwatch and placing a copy of their timetable in their planner or on their locker door.

Students who refuse to hand their phone or headphones over to the staff member will incur additional consequences for defiance and a parent/guardian will be contacted.

We thank you for your support of our mobile phone policy. If you have any questions, please do not hesitate to contact us.

Kind regards,

**Ms Erin Bonavia**

Deputy Principal  
Senior Campus

**Mrs Liviana Daniele**

Deputy Principal  
Junior Campus