

Policy Name	USING MOBILE PHONES AND PERSONAL DEVICES (STUDENTS AND STAFF)
Policy Number	G029
Purpose	The purpose of this policy is to state the conditions under which students and staff can or cannot use mobile phones and personal devices while on campus grounds or on off-campus approved activities or events related to their course of study. To ensure that students and staff are using mobile phones and personal devices safely, while studying, and staff while preparing, teaching or coordinating activities.
Scope	The scope of the policy applies to: • All enrolled students • Graduates (alumni) • All employed staff • All Whitehouse campuses • Approved off-campus activities and events. The scope of the policy includes mobile phones and personal devices, such as: • Mobile phones • Wearable devices (e.g. smart watches) • iPads / Laptops • Digital cameras.
Policy Statement	Whitehouse Institute of Design, Australia provides a safe learning environment for its enrolled students and employed staff on campus and off-campus grounds while on approved activities associated with their studies. Learning Teaching Physical Environment The use of mobile phones and personal devices (on or off campus) by students while studying, and teachers while delivering, that is related to learning and teaching enhances student learning and teaching environment is permitted. The use of mobile phones and personal devices by students while studying, and teachers while delivering, that is not related to learning and teaching disrupts the student learning and teaching environment and must be always avoided. The use of mobile phones and personal devices, (on or off campus) such as calling / talking, texting, using social media, emailing, taking photos, etc...) while walking is dangerous and poses unacceptable risks of physical harm and should be always avoided. <i>Note: off-campus means going on approved field trips, excursions, internships or participating in events such as industry competitions, shows, awards and prizes.</i>

	For students, it disrupts and can adversely affect their learning progress and assessment performance. For teachers it is unprofessional behavior and may constitute a breach of the Staff Code of Conduct, with its attendant consequences. Students and staff must not use mobile phones and personal devices for personal reasons, for example, texting, emailing, making calls, being on social media, taking photos, etc..., while engaged in their studies and teachers while delivering course work. Exceptions may include: • Responding to an event such as a critical incident, injury, accident, medical episode or other emergencies (e.g. natural disaster, armed conflict, compassionate reason) • Supporting students with disabilities or learning needs. When using mobile phones and personal devices for approved purposes, students and staff must observe and apply: • Workplace Health and Safety regulations • Undertake training in the safe use of mobile phones and personal devices, where needed • Wear specified Protective Personal Equipment (PPE), where needed.
Relevant Legislation	• Safe Work Australia • SafeWork NSW • WorkSafe Victoria • WorkSafe Queensland
Key Related Documents	• Code of Conduct (Students) • Code of Conduct (Staff) • Critical Incident policy and procedure • Risk Management policy and procedure
Definitions	Mobile phones and personal devices: refer to a mobile phone; wearable (e.g. smart watch), iPad, laptop or digital camera.
Responsible Officer	Owner and Chair of the Board of Governors Chief Executive Officer (CEO), Whitehouse
Approval Authority/ Authorities	Board of Governors
Date Approved	01 04 2026
Date of Commencement	02 04 2026

Date for Review	01 04 2028		
Documents superseded by this Procedure	N/A. This is a new policy		
Amendment History	N/A. This is a new policy		
Signed and dated for Whitehouse Pty Ltd		Leanne Whithouse	01 04 2026
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Students