



# Right to Disconnect Protocols

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## 1. Purpose

The school recognises and respects all employees right to disconnect and not respond to work-related electronic communications outside of designated work hours, where reasonable.

The Protocols meet the requirement and support compliance with the *Fair Work Act 2009* (Cth).

## 2. Coverage

The Protocols apply to all employees at the school.

The Protocols apply to all forms of communication including emails, texts, telephone calls, messages, video calls or sending or reviewing other messages.

This document should be read in conjunction with Loyola College policies relating to Digital Communication By Staff Protocol and the Code of Conduct.

## 3. Responding to electronic communication outside of working hours

The school expects staff to engage in and reply to electronic communication from the employer, school, students, parents, colleagues or others within the staff members designated working hours.

Employees may refuse to monitor, read or respond to contact or attempted contact, from the employer, school, other staff, parents/carers, students or other members of the school community, unless the refusal is unreasonable. Staff will respond to communication received

Staff members may be required to connect and/or respond outside their designated working hours in reasonable circumstances which may include:

- Public emergencies
- Critical incidents
- Imperative time-sensitive operational updates
- Where potential harm to others may otherwise result; or
- Where it may be necessary to comply with legal obligations.

## **4. Concerns**

Concerns in relation to the implementation of these protocols in the first instance can be raised with the Principal.

## **5. Related policies**

This Guideline relates to other relevant school policies and professional expectations, including:

- Digital Communication By Staff Protocol
- Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching
- Child Safety Policy
- Child Safety Code of Conduct
- Social Media Policy

## **6. Guideline review**

This Guideline will be reviewed every two years to take account of any changed technology, legislation, expectations or practices.

The next review date is July 2026.