

MOBILE PHONES

POLICY

Rationale:

The school recognises that the mobile phone is an effective, efficient and popular modern-day communication tool used by the school, its staff and increasingly by its students. However, the school also recognises that the use of mobile phones can be disruptive to the learning environment and that mobile phones can be improperly used, lost or damaged.

Aim:

- To manage the use of mobile phones in order to ensure student safety, to maximise security of mobile phones and to eliminate potential disruption to the learning environment.

Implementation:

School:

- The school will purchase and maintain enough designated school mobile phones and service contracts to satisfy its needs.
- Office staff will ensure that mobile phones are always charged and ready to use.
- The school will regularly communicate to staff, students and parents that mobile phones are brought to school at the owners' own risk. The school will take no responsibility for the loss of, theft of or damage to mobile phones that students or teachers bring to school. The DEECD does not hold insurance for personal property brought to school.
- The school will regularly advise staff, students and parents of the school's Mobile Phone Policy through school assemblies, meetings and the school newsletter.
- The school will disseminate to staff, students and parents any information received from DEECD relating to the health effects of using mobile phones.
- The school will inform parents via the school newsletter that, in the event that they need to contact their child/children, they can do so by telephoning the General Office and a message will be passed on to their child/children as soon as possible.

Staff:

- The Teacher in Charge of an excursion, camp or other activity where students leave the school will take with them a school or personal mobile phone. When students are travelling by bus, a teacher on each bus will take with them a school or personal mobile phone. On all of these occasions, the mobile phone must remain turned on.
- If using a personal mobile phone, the Teacher in Charge will ensure that the school has a record of that phone's number.
- Staff members using school mobile phones will be required to sign for them in the Borrowing Register.
- Staff will not use school mobile phones for private calls, with the exception that staff will be permitted to use a school mobile phone during overnight camps or when an excursion has been delayed.
- Staff will be required to have personal mobile phones turned off during all teaching and learning times and turned off or on silent setting during APT and all meetings. Staff can use and check mobile phones during recess and lunch times, excluding when staff are on yard duty.

Students:

- Students will be permitted to bring mobile phones to school but will be required to turn off their mobile phones for the duration of the school day.
- Students will be encouraged to hand their mobile phones to their classroom teachers each morning and then collect them back at the end of the day. Class teachers will store these mobile phones in a lockable location.
- Students will not be permitted to use mobile phones for the taking of photos or videos.
- Students will not be permitted to bring their mobile phones to classes, meetings, assemblies or similar organised activities. Students will not take mobile phones into the school yard.
- Students will not be permitted to use mobile phones during camps, excursions, interschool sporting events and other such school associated activities. Teachers in charge of these activities will have arranged access to telephone communication.
- At the discretion of the Principal, a student deemed to be inappropriately using a mobile phone or causing a nuisance will be dealt with in accordance with the school's discipline processes and may be unable to bring his/her mobile phone to school.
- Students who need to contact their parents urgently will have access to the school's telephone or mobile phone at the discretion of the Principal or Teacher in Charge of an excursion, camp or similar activity.

Parents:

- Classroom Helpers will be expected to turn off or place on silent setting their mobile phones when in classrooms.
- When attending meetings and school assemblies parents will be expected to turn off or place on silent setting their mobile phones.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.