Mobile Phone Policy

Rationale
Mobile phones are important communication tools, essential in providing a safe and effective school environment. We realise that many parents support and encourage their children to carry a mobile phone. A mobile phone can be of some use as a protection from danger on the way to and from school or when normal travel arrangements break down. They can also be useful for sports practice especially when exact times may vary.

Mobile phones, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

The school office phone is available for students to make calls to parents before school, at recess and lunch times and after school should student contact with parents be necessary.
Messages for students should be done through the Office during school hours.

Aim
• To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

Procedures
Staff use of mobile phones
• Teachers in charge of excursions and camps involving students must ensure that a mobile phone accompanies each trip.
• Staff members are not permitted to use personal mobile phones during the prescribed school hours except in cases of emergency and during recess and lunch times as long as the teacher is not on playground duty. Mobile phones are to be switched off during class times.
**Student use of mobile phones**

- Students are able to bring personal mobile phones to school for health, safety or personal reasons that justify the student being in possession of a mobile phone.
- The school does not accept responsibility for lost or damaged student mobile phones.
- For security, student mobile phones are to be checked in with the class teacher upon the student’s arrival at school and collected at the end of the school day.
- Once on School Grounds students are not to use their phones. (The use of a mobile phone includes calls, SMS messages, recording audio, photographs or video, listening to music, games and accessing the internet and all other features.)
- At the end of the day when classes are dismissed children are able to check their messages or contact parents while on school grounds but no other use is allowed.
- If a student uses a mobile phone contrary to this policy, it will be confiscated and held by the Office until a student’s parents come to collect the device. Parents will be contacted to inform them of the phone’s confiscation. Examples of unacceptable mobile phone use include bringing a mobile phone to classes, meetings, assemblies and other organised activities.
- If a student re-offends the mobile phone will be confiscated and retained until a meeting is arranged between the Principal, the student and his/her parents to establish a course of action.
- The Principal may revoke a student’s privilege of bringing or using a mobile phone whilst at school.

**Evaluation**

This policy will be reviewed in June 2015 or at times when the leadership team deems necessary.

Last reviewed: December 2013