



# MOBILE PHONE

## Policy



The following policy applies to all students, staff (including Casual Relief Teachers), visitors, volunteers and contractors using smart phones on school property for personal use.

### **Rationale:**

- Mobile phones are now widely used by the school community. However, our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption. The bringing of mobile phones to school by students is discouraged but it is accepted that there are times when it might be deemed important. We are therefore prepared to allow them on the premises only within the parameters of this policy.

### **Aims:**

- To ensure an optimised learning environment free of distractions
- To advocate safe and appropriate use within the school environment
- To ensure smart phone use complies with Privacy Legislation

### **Implementation:**

- Mobile phones brought to school are done so entirely at the owner's risk
- The school will not be involved in disputes or investigations over damage, loss or theft.
- Mobile phones must not be used for photographic or video purposes

### **Students:**

- The Mobile Phone Permission Form must be submitted by parents to the Principal
- Students are not to have mobile phones in their possession during school hours
- Phones must be switched off and signed in at the office upon arrival at school
- If these procedures have not been followed, the phone will be confiscated from the student and the parent will be asked to collect it from the school office
- If parents need to contact a student they should follow normal procedures and ring the school office.

### **Staff:**

- Mobiles may only be used by staff during those times when they are not directly undertaking school responsibilities i.e. teaching sessions, meetings, professional development and yard duty  
Staff may use mobile phones when directly related to school activities

### **Parents, Visitors and Contractors**

- All users are to switch their mobile phones to mute when in classrooms or corridors and whilst participating in school activities, parent/teacher interviews and meetings.
- All parents and visitors are to take and make mobile calls away from teaching and learning areas.

### **Evaluation:**

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

Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances. It should also be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the School is deemed ineffective, as with all such incidents, the School may consider it appropriate to involve the police.