



MOBILE PHONE

POLICY AND PROCEDURES

Rationale:

- Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Aims:

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

Implementation:

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy its needs.
- Teachers in charge of all excursions and trips involving students must ensure the school's mobile phones or similar appropriate communications devices accompany each trip.
- Staff using mobile phones are required to sign for them in the Borrowing Register.
- Staff returning mobile phones are responsible for ensuring that they are recharged.
- Mobile phones are not to be used for private calls, with the exception that staff are permitted to contact families or loved ones during overnight excursions or if an excursion is returning late.
- Students are not to use the school's mobile phones without permission directly from the Teacher in Charge.
- Staff will be kept informed of Department of Education information relating to health effects of using mobile phones.
- Students are not to bring personal mobile phones to school unless permission from the principal has been successfully sought by parents who have outlined the 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.
- Student's mobile phones must not be brought to classes, meetings, assemblies or similar organised activities and should not be seen at non-class times such as recess or lunch breaks. They should be stored in lockers or school bags and turned off.
- Mobile phones and students using them must not cause disruptions to classes or individuals, and must not cause a nuisance to the smooth running of the school.
- The school reserves the right to prohibit students from bringing mobile phones (especially those that can take photos or video) into certain spaces or during certain activities eg: science rooms, exam rooms, technology rooms, physical education classes, change rooms etc.
- Students misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the principal.
- The principal may revoke a student's privilege of bringing or using mobile phones whilst at school.

- Mobile phones owned by students and staff are brought to school at their own risk. The school's insurance cover will not compensate damaged, lost or stolen personal mobile phones.
- EAL students will be granted permission to use a personal mobile phone for translation where applicable with staff and students.

Evaluation:

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

EVALUATION

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

Date: 18/09/2017	Responsibility: School Council	Review Date: March 2020
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