



Mobile Phones and other Electronic Devices

DATE: March 2017

REVIEW DATE: as needed

1. Rationale

While it is accepted that mobile phones are an important part of modern life and communications, and a useful safety precaution to have in many situations, their use in the primary school is strictly limited. It is important that all staff and students accept that the use of mobile phones during class time and on various other occasions is inappropriate.

2. Aims

- To set out clearly the guidelines for use by students of mobile phones.
- To document the responsibilities of staff, students and parents and community helpers in the use of mobile phones at school, during school hours.

3. General Guidelines and Responsibilities

Students

- Students are not permitted to have mobile phones or other electronic devices on their person or in their school bag during school hours, either at school or on excursions/ at special events.
- Parents who wish their child to bring a mobile phone or other electronic device to school for any reason should advise the class teacher. A note should be provided giving permission for the student to bring the phone to school and outlining the reason for its use.
- All mobile phones and electronic devices should be left with the office staff upon the student's arrival at school and should be collected in the afternoon.
- All emergency calls for students should be directed through the school office and a message will be passed on to the student by one of the office staff.
- Whilst all care will be taken to keep phones or other devices left at the office secure, no responsibility will be taken for loss or damage to phones left in the office.
- Any use of mobile phones or other electronic devices outside these guidelines must be discussed with the Principal.

Students must:

- Obtain permission before bringing mobile phones or other electronic devices to school.
- Hand in all mobile phones and other electronic devices to the office upon arrival at school.
- Collect mobile phones and other electronic devices from the office at the end of the day.
- Not use mobile phones or other electronic devices in any inappropriate ways, for example, nuisance calls or texting, bullying, games or taking photos without permission.

Staff

- Staff mobile phones should be switched to silent or off during teaching time, staff meetings and playground supervision.
- Teachers are not to speak on mobile phones during teaching time and are not to receive phone calls or messages during this time unless there are special circumstances and the Principal has given permission.
- Staff may have their phones on during Release from Face to Face time.
- Staff are not to take photos or videos of students on their personal mobile phones or iPads.
- If videos or photos are required for Class Dojo purposes, teachers must use their teacher school iPad. Student (oral) and parent permission (written) must be obtained.

Parents and community helpers

Parents and community helpers must:

- Advise the school if there is any need for their child to bring a mobile phone or other electronic device to school.
- Be aware that all mobile phones and other electronic devices are to be handed in to the office for the duration of the school day.
- Not use mobile phones or other electronic devices in classrooms, at assemblies or in any other way that will interrupt the learning time of students.
- Not take photos of children other than their own without consent.