



Mobile Phone Policy

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.

PURPOSE OF THE POLICY

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

GUIDELINES FOR ACTION

School phones

1. A school mobile phone will be available for use on the oval and during excursions.
2. Teachers in charge of all excursions and trips involving students must ensure the school's mobile phones, or their own, accompany each trip. This must be recorded in the At Risk documentation for the activity.
3. Teachers who have yard duty on the oval must take a mobile phone, or their own, fully charged with them on duty. The school phone will be charged at the office.
4. Teachers must take a mobile phone, or their own, with him or her when taking students to Bert Rae Reserve and the oval.
5. Staff will be kept informed of DET information relating to health effects of using mobile phones.

Personal Mobile Phones

6. Teachers are not to use their personal mobile phone to make or take calls during teaching times unless during an emergency situation with permission from the Principal. Teachers should ensure family members know the school's phone number in case of an emergency as this should be the first contact in an emergency.
7. Teachers are able to use their mobile phones during teaching time for school purposes only: photos of students (must be removed within 24 hours) and as a timer.
8. Teachers' personal mobile phones must be on silent during teaching times.
9. Teachers' personal mobile phones must be on silent during scheduled meetings.

10. Students' mobile phones or electronic devices including iPads, tablets and watches are to be turned off and kept in school bags during the day. This excludes pure eReading devices.
11. The Principal may revoke a student's privilege of bringing or using mobile phones whilst at school.
12. Students misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the principal. If the circumstance involves Cyber Bullying then the school's Anti Bullying Policy will be considered for use.
13. Students' mobile phones are not to be taken on school excursions, camps or activities.
14. The school does not accept responsibility for lost or damaged student mobile phones. Mobile phones owned by students and staff are brought to school at their own risk. Refer to DET policy
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/personalgoods.aspx>
15. Parent helpers' mobile phones are to be switched off or put on silent while they are assisting in the classroom.
16. Parents assisting on excursions, activities or camps are prohibited in taking photos of students.
17. This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council: 20th August 2014

Policy updated: 5th March 2018

Ratified by School Council: 13th March 2018