



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 explain to our school community the Department's and Narre Warren North Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices; e.g. Smart watches, iPads during school hours.






SCOPE

This policy applies to:

1. All students, staff and parent helpers at Narre Warren North PS; and,
2. Students' and staff personal mobile phones and other personal mobile devices such as smartwatches brought onto school premises during school hours, including recess and lunchtime.


GUIDELINES FOR ACTION

School phones


-  A school mobile phone will be available for use on the oval and during excursions.
-  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.
-  Teachers who have yard duty on the oval must take a school mobile phone, or their own, fully charged with them on duty. The school phone will be charged at the office.
-  Teachers must take a school mobile phone, or their own, with him or her when taking students to A'Beckett Reserve and the oval.
-  Staff will be kept informed of DET information relating to health effects of using mobile phones.


Personal Mobile Phones


Teachers

-  Teachers are not to use their personal mobile phone, tablet or smart watches to make or take calls during teaching times, text, check email or go on social media while

teaching or supervising students. Phone calls can only be taken in 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.


 Teachers are able to use their mobile phones during teaching time for school purposes only; e.g. connecting the smart phone to the TV to show clips. Photos of students (must be removed within 24 hours) and as a timer.


 The Physical Education teacher is able to use a mobile phone to play music (junior programming) and use fitness apps (beep test/tabata/interval timers).


 Teachers' personal mobile phones must be on silent during teaching times.


 Teachers' personal mobile phones must be on silent during scheduled meetings.


Students

 Students' mobile phones or electronic devices including iPads, tablets and smart watches are to be turned off and kept in school bags during the day. They may also be left at the office and will be kept in a secure location during the day.


 The Principal may revoke a student's privilege of bringing or using mobile phones/smart watches whilst at school.


 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.

 Students' mobile phones/smartwatches are not to be taken on school excursions, camps or activities.

 The school does not accept responsibility for lost or damaged student mobile phones, ipads and smart watches. 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>

Parent helpers

 Parent helpers' mobile phones are to be switched to off or put on silent while they are assisting in the classroom.

 Parents assisting on excursions, activities or camps are prohibited in taking photos of students.

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

Ratified by School Council: 20th August 2014

Ratified by School Council: 13th March 2018; 12th June 2018

Ratified by School Council: 20th May 2020