



## Mobile Phone Policy – Teacher and Parent Use

### 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 staff and parent helpers at Narre Warren North PS; and,
2. Staff and parent 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***

- Please refer to the Mobile Phone Policy – Student.

### ***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.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at staff meetings
- Discussed at parent information sessions
- Hard copy available from school administration upon request

## **RELATED POLICIES AND RESOURCES**

- Code of Conduct
- Mobile Phones — Student Use Policy

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	12 <sup>th</sup> August 2024
Consultation	School Council
Approved by	Principal
Next scheduled review date	July 2027