



Date written: 2003  
School Council Ratified: 21 AUGUST 2017

Date reviewed: 2017  
Next review:

**This Policy has been developed by members of School Council.  
This includes both parent and DET representatives.**

## PURPOSE

To ensure consistent guidelines are in place in regard to student use of mobile phones and access to such technologies during school hours.

To develop positive attitudes and responsible behaviours towards the use and access of such technologies while a student is at school.

To eliminate any incidences of misuse of mobile phones during school hours e.g. cyber bullying, prank calling etc.

## POLICY STATEMENT

While at school, students are the responsibility of the school.

Any contact with parents or 'emergency contacts' (be it emergency or other) is to be made by the school on behalf of the student.

We recognise and respect that some parents choose for their children to have access to a mobile phone for safety reasons when travelling to and from school.

## IMPLEMENTATION

### **STUDENTS**

- Mobile phone cameras (still and video) must not be used:
  - in banned spaces for example changing rooms, toilets, gyms and swimming pools
  - to film people and their activities without their knowledge or permission.
- Mobiles phones must not be used to send harassing or threatening messages.
- Students are permitted to have mobile phones in their bag while at school for the purpose of safe travel to and from school each day.
- While at school, mobile phones must stay in the student's bag **switched off** at all times during school hours (not just silent) from 8.55am to 3.30pm.
- Students must notify their teacher that they have a mobile phone in their bag.
- Students are not permitted to use a mobile phone at any time between the hours of 8.55am and 3.30pm.
- Students are not permitted to take a mobile phone on school camps and/or school excursions unless specified. *(I know there have been instances where students in 5/6 school leaders were allowed to bring them for the purpose of taking photos.)*
- Students are not permitted to use their phone for filming in the school yard, before or after school.
- Mobile phones remain the property and responsibility of the student and their family. The school cannot and will not take responsibility for lost, stolen or misused mobile phones.

### **PARENTS**

- Must discuss appropriate mobile phone use with their child before it is brought to school.
- Will support the school's mobile phone policy and discuss it with their child, before bringing the mobile phone to school.



- Any mobile phone brought to school will be clearly labelled/ marked with the student's full name.
- Giving a child access to a mobile phone is a parent's choice and they, along with their child, are responsible for the item in cases where it may be lost, stolen or misused.
- Will pick up a child's mobile phone from the school where misuse has been reported to them.

### **SCHOOL**

- All teachers will follow the school's policy on the appropriate use and storage of mobile phones while students are at school.
- If a mobile phone is left on during school hours (e.g. rings/chimes/vibrates in the school bag) the student will be instructed to switch off the phone and hand it into the office where it can be picked up by the student at 3.30pm.
- If any mobile phone is used by any student during school hours – a teacher will instruct the owner of the device to switch off their phone and hand it in at the office where it can be picked up by the student at 3.30pm.
- If a mobile phone is misused during school hours – the phone will be confiscated and placed in the care of the Principal/Assistant Principal who will contact the parents in regard to the incident.
- The Principal/Assistant Principal will take appropriate action against any student who:
  - photographs or films other individuals without their consent or who sends harassing or threatening messages
- If any student continues to disrespect the school's policy – their phone will need to be kept at the main office from 8.55am to 3.30pm every day until notified.
- During school hours, any contact with parents or 'emergency contacts' (be it emergency or other) is to be made by school staff on behalf of the student when necessary.

### **EVALUATION AND REVIEW**

This policy will be evaluated on a needs basis and will be reviewed as per the school's policy review schedule.