



# SANDRINGHAM EAST PRIMARY SCHOOL

## 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.

### Aims

- To utilise the benefits of mobile phones whilst managing the safe use within our school environment.

### Implementation

#### School Mobile Phones

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy its needs.
- Teachers in charge of all excursions and trips involving students must ensure the school's mobile phones or similar appropriate communications devices accompany each trip.
- Staff using school mobile phones are required to sign for them in the Borrowing Register.
- Staff returning mobile phones are responsible for ensuring that they are recharged.
- Students are not to use the school's mobile phones without permission directly from the Teacher in Charge.
- Staff will be kept informed of Department of Education information relating to health effects of using mobile phones, and acceptable/appropriate use of the school phone..

#### Personal Mobile Phones

- Students are not to be in possession of a mobile phone on school grounds (Mobile phones must remain in the students bag)
- Students are not generally expected to have any need to access their phone during the school day. Any access to their phone and conditions of use will be at the discretion of the principal (or representative)
- Student's mobile phones must not be brought to classes, meetings, assemblies or similar organised activities.
- Mobile phones must not cause disruptions to classes or individuals, and must not cause a nuisance to the smooth running of the school.
- The school reserves the right to prohibit students from bringing mobile phones to school. Misuse of personal mobile phones at school or causing a nuisance will be brought to the attention of the principal and parents will be notified
- The principal may revoke a student's privilege of bringing or using mobile phones whilst at school if this policy is not adhered to.
- The school does not except responsibility for lost or damaged personal mobile phones.
- Mobile phones owned by students and staff are brought to school at their own risk. The school's insurance cover will not compensate damaged, lost or stolen personal mobile phones.
- Staff are not permitted to use mobile phones during class times unless authorised by the principal.
- Personal mobiles are to be carried by staff during yard duty for emergency purposes only.

**Evaluation**

This policy will be reviewed as part of the school's standard review cycle.

**This policy was last ratified by School Council – November 2015**