

MOBILE PHONE POLICY

1. Rationale:

1.1 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.

2. Aims:

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

3. Implementation:

3.1 The school will purchase and maintain enough telephones to satisfy its needs.

3.2 Teachers are to carry a mobile phone while on Yard Duty.

3.3 Teachers in charge of all excursions and trips involving students must ensure a mobile phone accompanies each trip and the office has the contact phone number.

3.4 Staff returning school owned mobile phones are responsible for ensuring that they are recharged.

3.5 School Owned mobile phones are not to be used for private calls, with the exception that staff are permitted to contact families or loved ones during overnight excursions or if an excursion is returning late.

3.6 Students are not to use the school's phones without permission directly from the Teacher in Charge.

3.7 Students who bring personal mobile phones to school are to leave them at the office before 9.00am and then collect them after 3.30pm.

3.8 The school does not accept responsibility for lost or damaged student mobile phones.

3.9 Students' mobile phones are not to be brought on school camps or excursions.

3.10 Mobile phones must not cause disruptions to classes or individuals, and must not cause a nuisance to the smooth running of the school.

3.11 Staff are not to use their mobile phones for personal use during class time, while on Yard Duty or during staff meetings. Mobile phones must be switched off or to silent during these times.

4. Evaluation:

4.1 This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on 24th March 2014.