



Mobile phones

Rationale

- Mobile phones are a widely used communication tool however they can be improperly used, lost or damaged and therefore need to be effectively managed.

Aim

- To utilise the benefits of mobile phones whilst managing them effectively in the school setting.

Implementation

- Teachers in charge of all excursions and trips involving students must ensure a mobile phone or similar personal appropriate communications devices accompany each trip.
- Students are not permitted to bring personal mobile phones to school unless permission from the Principal has been granted. A Request to have a mobile phone at school proforma (see Appendix A) is to be filled and signed by the student's parent/carer, agreeing that the student is to abide by the requirements as outlined in this policy.
- Any student who has approval to bring a mobile phone to school is required to have the phone turned off whilst on school property. All contact is to be made via the school office during school hours.
- Students are not permitted to have mobile phones at any time when on school camps and excursions.
- Student's mobile phones must not be brought to classes, meetings, assemblies or similar organised activities. Mobile phones are to be switched off, handed to the classroom teacher and locked away. Students using personal mobile phones at school will be brought to the attention of the Principal and parents will be contacted.
- Students must abide by the conditions outlined in the ICT and Internet Acceptable User Agreements.
- The Principal may revoke a student's privilege of bringing a mobile phone to school if they do not follow the guidelines within this policy.
- Mobile phones owned by students and staff are brought to school at their own risk and **the school** takes no responsibility for their loss or damage whilst in their possession.

Request to possess a mobile phone at school

I request that my childbe permitted to carry a mobile phone at school. I understand that the phone is not to be used at any time whilst on school property, it is to be handed to the classroom teacher and locked away during the day and that he/she is not permitted to take it to camp or on excursions. I also understand that the school cannot be held accountable for any damage to or loss of the phone.

Please state the health, safety or personal reasons that justify your child being in possession of a mobile phone whilst at school:

Parent /Carer Name: _____

Signed: (Parent/Carer signature) _____

For office use only:

This application has been approved / rejected (please circle)

Principal's signature

Date