



MOBILE PHONE USE POLICY

Policy and Procedures

Purpose

This policy details the conditions under which mobile phones are permitted at Churchlands Primary School. The school reserves the right to amend this policy in the future.

Guidelines for usage of mobile phones:

1. Students will only be permitted to bring a mobile phone onto school premises for safety, security or emergency purposes (*i.e. contact parents after school to arrange pick-up times*).
2. Mobile phones must be turned off during school hours, and are to be handed into the office before school begins and collected at the end of the day. Students will sign in and out their phones at the office. Each phone will be placed in a zip lock bag with students name on it managed by office administration.
3. They may only be turned on **out of school hours**.
4. While at school, students are our responsibility and instances that require emergency contact with parents MUST be through the appropriate staff member or a member of administration who will make the appropriate call to parents/carers.
5. Phones are not to be used by other students.
6. Students are not to take photos or videos on mobile phones on school premises.
7. The school does not accept responsibility for any theft, loss or damage of mobile phones.

(NB: Other devices capable of sending and receiving emails, messages. Images and videos also come under this policy in terms of permitted usage and form part of the *Student Internet User Agreement*. Students *and* parents are not to use these forms of communication to converse with each other during school hours)

Inappropriate conduct

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Hence, students with mobile phones must not engage in any such behaviour, including but not limited to, personal attacks, harass another person, or post private information about another person/s using SMS messages, social media, taking/sending photos, videos or objectionable images, and/or phone calls.

Sanctions

Students who do not comply with this policy will have their mobile phone confiscated. It will be taken to the front office and be kept secure and the parent(s) of the student informed. Parent(s) of the student may collect the phone at their convenience. The Principal may then withdraw permission to the student to bring a mobile phone to Churchlands Primary School for a set period or permanently.

Other disciplinary actions, as set out in the School's Behaviour Management Policy, may follow depending on the circumstances surrounding each particular breach in this policy.

Reviewed by Staff: June 2018

Reviewed and Ratified by the School Board: 18 June 2018

Next review: 2020