MOBILE PHONE/SMART WATCHES USE POLICY
Policy and Procedures

Purpose
This policy details the conditions under which mobile phones/Smart Watches/Devices 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. Students will only be permitted to use Smart Watches as for the purpose of a normal watch.
3. Mobile phones must be turned off during school hours, handed to their class teachers before school begins and collected at the end of the day. Students are to place their phone in a provided zip lock bag with student's name on it and placed in a box in a secure place in the teacher's cupboard.
4. They may only be turned on ***out of school hours***.
5. While at school, students are the school's 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.
6. Phones are not to be used by other students.
7. Students are not to take photos or videos on mobile phones on school premises.
8. The school does not accept responsibility for any theft, loss or damage of mobile phones/Smart Watches.

(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 for the student to bring a mobile phone to Churchlands Primary School for a set period or permanently.

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