



GLENDAL PRIMARY SCHOOL MOBILE PHONE POLICY

Rationale

The mobile phone is an effective and quick means of communication. Where unforeseen events occur, mobile phones provide students and their families with a ready means of communication. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning and to protect the privacy and wellbeing of others.

Guidelines

In normal circumstances, parents or caregivers wishing to leave messages for their children should do so by telephoning the school. Staff endeavour to ensure that messages are passed on as soon as possible.

Teachers and office staff also assist students who need to contact family or other persons in an emergency.

Implementation

- If a parent/guardian believes it is necessary for their child to bring a mobile phone to school, the parent or guardian needs to make prior arrangements with the school. The mobile phone will need to be signed in at the office upon arrival at school. It will be available to be signed out again, after 3:30 p.m. Mobile phones need to be clearly named and they will be stored in a secure area of the school office.
- Students are not permitted to use a mobile phone at all during the day. If a student needs to make a telephone call during school hours, they must ask permission from the class teacher and a school telephone will be used if deemed appropriate. Any student mobile phone seen or heard during school hours, and not left at the office on arrival, will be confiscated. The school will keep the mobile phone in a secure place and notify the parent(s), who must collect it.
- Students are also not permitted to bring or use mobile phones during school excursions, camps and extra-curricular activities. In the case of school camps involving overnight stays, the School does not allow students attending to carry mobile phones. (Staff carry mobile phones for emergency purposes.)
- Mobile phones that are found in the school should be handed to the school office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to or from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.