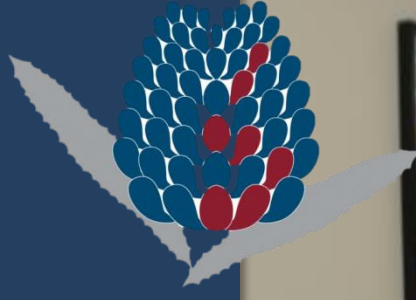


MOBILE PHONE POLICY



MOBILE PHONE POLICY

POLICY UPDATE			Amendments
POLICY	DATE	BY WHOM	
Mobile Phone	8 Feb 2018	Niel Smith	
Mobile Phone	1 Nov 2018	Caroline Harben	Addition to include 'other digital communication device'
Mobile Phone	1 Nov 2018	Leonie Martin	Modified parent permission slip
Mobile Phone	May 2020	NS	Included clause for parents to collect phone if confiscated

RATIONALE

Whilst students are discouraged from bringing a mobile phone or other digital communication device to school, it is recognised that there are growing numbers of students who have these devices for use out of school hours. As such, the school is required to ensure effective procedures are in place to minimise the risk of both theft, and the inappropriate use of the technology.

GUIDELINES

Students bringing mobile phones or other digital communication devices to school need to:

- 1 Provide a letter of permission from the parent/carer
- 2 Ensure the device is switched off and submit the device to the Front Office at the start of each day.

Students are required to report to the Front Office once arriving on school grounds and hand in their mobile phone or other digital communication device, to be stored securely. Students are then responsible for collecting them at the end of the school day.

Students are prohibited from using mobile phones and other electronic or digital communication devices during camps, excursions or other school activities. Arrangements will be in place for communication with staff members in the case of an emergency. Students cannot bring any electronic or digital devices to an excursion or camp, citing that it is their camera.

If a student doesn't submit their device and it is switched on or used inappropriately, it will be removed for safe keeping until collected personally by the parent or carer of the student. The school will contact the parent or carer to inform them.

The school cannot accept any responsibility for theft, loss or damage of mobile phones or digital communication devices on school grounds, or as part of official school activities and events.

ATTACHMENTS

1. Parent permission slip

Mobile Phone Policy – Parent permission slip

- Students are strongly discouraged from bringing a mobile phone or digital communication device to school.
- The phone in the school office is available for emergencies or other important reasons. If parents need to contact their children the school office is available to relay a message.
- In order to protect the privacy of students and staff, students are prohibited from taking photos or videos with mobile phones or other electronic devices.

It is recognised that sometimes there is a genuine need for students to have a mobile phone for use out of school hours.

Students bringing mobile phones or other digital communication devices to school need to:

1. Provide a Mobile Phone Permission Slip from the parent carer
2. Lodge the device with Reception for safe keeping

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Mobile Phone Permission Slip

I give permission for my son/daughter _____ in room _____ to bring a mobile phone or digital communication device to school.

I understand that the phone, clearly labelled with my child's name, is to be handed into the office before school and collected at the end of the school day.

I acknowledge that if my child uses their device during school hours, or fails to submit their device to the Front Office it may be confiscated from them and I may be required to collect the device from school.

Signed _____ Full Name _____ Date _____