

Students, Parents and Staff in Public Schools Mobile Phone Policy



Students

Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. Students who bring a mobile phone to school must deliver the phone, turned off, to the classroom teacher where it will be placed in a locked iPad trolley. The phone can be collected from the class teacher again after the school siren at the end of the day. A student can be granted an exemption for the following use of a mobile phone; to monitor a health condition as part of a school approved documented health care plan.

Students who are found with a mobile phone on their person or in their bag during the school day will be required to hand the phone into the front office where the parent will be required to collect it at the end of the day. Mobile phones held in the office will not be returned to students.

Students are not permitted to use a mobile phone or iPad as a mobile device, before or after school, while on the school premises, except in the case of briefly calling a parent who is late for pick up. If students need to contact a parent, they must do so via the front office. Students are responsible for ensuring their phones are taken to the classroom teacher.

The school requires students to put their smart watches in 'airplane mode' so phone calls and messages cannot be sent or received during the school day.

The school will NOT accept any liability for the theft of a mobile phone or smart watch.

Parents

Parents visiting the school for roster, assemblies and class meetings should have their mobile phone on silent. All communication between parents and students, during school hours, should occur via the school's administration.

Staff

Staff must ensure their mobile phone usage does not interfere with their job functions or involve deliberately accessing, sending or downloading materials that are unacceptable in terms of Public Sector Standards and Department policy. Staff must ensure confidentiality, integrity and security when using mobile phones on the school site.

Staff must demonstrate mobile phone etiquette that ensures minimal disruption during class instruction time.

During Class Instruction Time:

- Waiting until a break during the day to check emails and phone messages.
- Avoiding personal conversations in front of students.
- Having mobile phones on silent during class time