

<p>Mill Park Primary School</p> 	<p>MOBILE PHONE POLICY</p>	<p>Responsibility: Principal Revised: 2015 Next Review: 2018</p>
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RATIONALE:

Mobile/smart phones are an important communication tool and can be essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

PURPOSE:

Mill Park Primary School recognises that mobile phone technology can aid communication, provide security and assist in an emergency for students, staff and parents. However, mobile phone technology can also capture digital images, video, text, voice as well as email and will continue to evolve. The purpose of this policy is to utilise the benefits of mobile phones whilst managing the problems they may potentially cause.

GUIDELINES:

Students:

- Students are not permitted to use mobile phones on school property, or school organised special events. Permission from the Principal must be successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone at school.
- Student mobile phones brought to school must be handed in at the office or to their classroom teacher upon arrival and remain in a safe, locked and secure place.
- Student mobile phones brought to school must be switched off on entry to school property and remain switched off until exiting the school grounds.
- Loss or damage to personal property such as mobile phones during or at school is deemed to be at the student's risk.
- Appropriate disciplinary action will be taken for students in breach of this policy.

Staff

- Staff mobile phones brought to school must remain in a safe, secure and out of sight place.
- Staff mobile phones brought to school must be on silent or switched off mode during meetings, learning and teaching times, and during yard duty supervision except in exceptional circumstance or special situations with express permission of the Principal.
- Staff mobile phones are stored (and used) at the owner's or user's risk.
- Loss or damage to personal property such as mobile phones during or at school is deemed to be at the owner's risk.
- Staff using mobile phones should display courtesy and respect for others, including consideration when sharing items of interest in social situations.
- Personal use of mobile phones at excursions, camps and sleepovers must not impinge on staff members' professional responsibilities and duty of care.
- Staff may only photograph or record students or students' work for purposes directly related to learning programs, and delete them as soon as possible.
- Staff must not, under any circumstance, share photographs taken of students unless parental permission has been granted. They must delete all images and recordings of students as soon as possible after uploading to the school's intranet or using them for school purposes.

Parents

- Parents using mobile phones should display courtesy, consideration and respect for others.
- While assisting in class mobile phones should be turned off, except in exceptional circumstance or special situations.
- Loss or damage to personal property such as mobile phones during or at school is deemed to be at the owner's risk.
- Mobile phones must not be used in inappropriate places such as change rooms or toilets.
- Parents are not allowed to take photos of other students without the express written permission of their parents.
- Parents are not allowed to upload photos of students to social media or websites, without the written permission of all parents involved.

IMPLEMENTATION:

- Students and their families will be notified of this policy in writing in the school newsletter.
- After notification, any breach of this policy by students will result in the mobile phone being confiscated and kept in a secure location until it can be returned to the owner. Parents or guardians will be notified.
- The school does not accept responsibility for lost or damaged mobile phones.
- The Principal may revoke a student's privilege of bringing a mobile phone to school.

EVALUATION:

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