

<p><b>Mill Park Primary School</b></p> 	<p><b>MOBILE PHONE POLICY</b></p>	<p><b>Responsibility:</b> Principal  <b>Revised:</b> 2019  <b>Next Review:</b> 2022</p>
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**PURPOSE:**

To explain to our school community Mill Park Primary School’s policy requirements, and expectations regarding the safe and appropriate use of mobile phones by students, at school or during school activities.

**SCOPE:**

This policy applies to all students at Mill Park Primary School.

**POLICY:**

Mill Park Primary School understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

During school hours, mobile phones must be switched off, and given to the classroom teacher or front office, where they will remain in a safe, locked and secure place.

Students are not permitted to access their mobile phones during lunchtime or recess or school organised special events.

**Mobile phone use:**

- Students are not permitted to use mobile phones on school property, or school organised special events.
- 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.
- 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 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.

Students who use their mobile phone inappropriately at school may be issued with consequences consistent with our school’s *Student Wellbeing and Engagement* and/or *Bullying* policies.

**Insurance:**

Students are responsible for their mobile phone. Please note that Mill Park Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school. Students are responsible for items brought to school.

**Camps and excursions**

Students at Mill Park Primary School will not be allowed to bring their mobile phones on overnight school camps or excursions. Mill Park Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events.

**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/Carers**

- Parents/Carers 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/Carers are not allowed to take photos of other students without the express written permission of their parents.
- Parents/Carers are not allowed to upload photos of students to social media or websites, without the written permission of all parents involved.

#### **RELATED POLICIES AND RESOURCES**

- Student Wellbeing and Engagement Policy
- [Digital Technologies – Internet, Social Media and Digital Devices Policy](#)
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)

#### **REVIEW PERIOD**

This policy was last updated on 4<sup>th</sup> March 2019 and is scheduled for review in March 2022.