



COBURN PRIMARY SCHOOL

MOBILE PHONE

POLICY - 2015



Rationale:

Coburn Primary School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - when travelling to and from school to contact parents in emergencies, to confirm or change collection times related to after school arrangements. Mobile phones are important modern day communication tools essential in providing a safe and effective school environment. However, they can easily be misused, lost or damaged and must therefore be effectively managed.

Aims:

- To manage the safe use of mobile phones by students and staff at Coburn Primary School.

Implementation:

The responsibilities of the school relating to mobile phones include :

- The school will purchase and maintain enough mobile phones and service contracts to satisfy its needs.
- Students misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the Principal. Further to investigation the school will implement consequences as required for individuals involved in accordance with the discipline policy.
- Mobile phones which use the facilities of video and /or camera are strictly prohibited in the school grounds.
- Mobile phones brought to school by students and staff are brought to school at their own risk.
- The school does not accept responsibility for lost or damaged mobile phones.

The responsibilities of staff relating to mobile phones include:

- Personal mobile phones owned by staff must be turned off during face to face teaching time and meetings.
- Teachers in charge of all excursions and trips involving students must ensure a mobile phone is taken on each trip.
- Staff returning school mobile phone must ensure they are recharged.
- School mobile phone is not to be used by staff for private calls.

The responsibilities of students relating to mobile phones include:

- Students are not to use mobile phones without permission directly from the teacher in charge.
- Student mobile phones must be signed in at school at the start of the school day and signed out at the end of the day.
- Any student found in possession of a mobile phone during the school day will have it confiscated and the phone will be returned at the end of the day and parents notified.

Evaluation:

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

This policy was last ratified by School Council in....

April 2015