



UPPER SWAN PRIMARY SCHOOL - MOBILE PHONE POLICY

RATIONALE

Mobile phones have become an important part of our modern lifestyle. Our school understands there are times when having a mobile phone can provide a sense of safety and security for students while travelling to and from school. Given the primary school setting we should consider their use in this context.

PURPOSE

Upper Swan Primary School aims to provide a happy, safe and stimulating learning environment for all students. The purpose of this policy is to ensure mobile phone use does not disrupt classroom learning and the good order of the school. The policy aims to clarify the responsibilities of staff, students and parents with regard to mobile phones.

IMPLEMENTATION

STUDENTS

In general, students should not bring valuable items to school, including mobile phones. Phones can be easily lost or stolen, which is often distressing for a primary age child. If a mobile phone is required for reasons of specific safety or urgency, then parents should negotiate with the Class Teacher on how best to manage this.

Usually this will involve the child turning the phone off, delivering the phone to the class teacher for safe keeping and picking it up again after the school siren at the end of the day. Students will be responsible for delivery to the class teacher and collection after school.

Students are not permitted to use mobile phones on school premises at any time without the explicit permission and supervision of a member of the Upper Swan Primary School staff.

For the good order of the school, mobile phones are not allowed to be used in classrooms, at recess or lunch times. Students found using their phone during the school day will have it confiscated for the rest of the day. It will be returned to the student at the end of the day. If it happens again, the parent will be required to collect the phone.

No mobile phones will be allowed during excursions. Contact must be made through the school to the teacher in charge of the excursion. Failure to comply with the policy will result in the phone being held by the school for a parent to collect. School staff will not be responsible for the loss or damage of mobile phones brought to school by students.

In the last few years we have allowed students to take mobile phones on the year 7 camp. Students are only allowed to use their phone at designated times. The details will be included in their camp information. Using the phone outside the designated time or inappropriately will result in confiscation of the phone for the rest of the camp.

It has always been Upper Swan's practice to pass on important messages to students throughout the day. This can be done by phoning the office and requesting that the message be given to the child through the appropriate process, whether they be at school, on an excursion or on camp. Teachers in charge of an excursion or camp have their own mobile phones and can be contacted directly by the school.

Students who need to contact home during the school day are able to do so through the office. Examples include leaving an assignment at home and verbal permission to attend an excursion or incursion.

INAPPROPRIATE USE OF MOBILE PHONES

If students are found to be involved in recording, distributing or uploading inappropriate photos or videos of students, parents or staff on school premises consequences will be administered. This may include, but not be limited to, suspension from school, loss of school privileges or withdrawal from school activities and programs.

STAFF USE

Mobile phones enable staff and parents to make urgent calls or contact. In most circumstances it is not appropriate for staff to use mobile phones during class time and it is not appropriate for parents to be calling staff on their mobile phones during the school day.

Staff are to ensure mobile phones are switched off or placed on silent profile during class teaching time; staff, administration and parent meetings; and playground duty. Mobile phones must not be answered or text messages sent during class teaching time. Please encourage all phone contact to be made through the school office. Messages will be delivered to you as soon as possible.

Staff are asked to check their phone if necessary during break times. In the case of urgent matters where you must be available for mobile contact and your phone must be on during teaching time please advise your line manager. Your mobile phone can be used for emergency contact on excursions.

PARENTS

Parents will be asked to turn phones off or place on vibrate/silent mode when volunteering in classrooms and attending assemblies and meetings so that there is no disruption to the school's programs. If a message needs to be given to a child or a staff member, then contact needs to be made through the office. The message will be passed on as soon as practicable.

EVALUATION

This policy will be reviewed in 2013 or earlier if there is any change to use of technology.