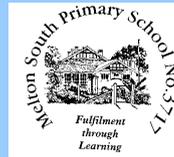


Mobile Phone

POLICY



Rationale:

This policy outlines the use of a mobile phone on our school site.

The school acknowledges the need for some students to have a mobile phone and for staff to have and use their mobile phones in accordance with this policy and guidelines.

Aims:

The school acknowledges the need for all staff and some children to have a mobile phone in their possession for safety or security reasons before and after school.

The teaching and learning process at Melton South Primary School must take place in an environment that is free from the distraction of mobile phones. Consequently we stress that the inappropriate use of mobile phones will not be tolerated. Staff and students will abide by the guidelines laid down in this policy.

Implementation:

Staff

- During teaching time, while on playground duty and during meetings, mobile phones will be turned off or put on 'silent' or 'discreet' mode.
- **Staff are not to play games, engage in social media or check emails during teaching time.**
- Phone calls may be made and taken during allocated break times.
- The only exemptions to this are:
 - a) on a school excursion/camp to facilitate communication or
 - b) exceptional or urgent situations.

Students

- The school discourages the bringing of any valuable items to school, as they can be lost, stolen or damaged.
- The school takes no responsibility should anything happen to mobile phones brought to school.
- Mobile phones are brought to school entirely at the owner's risk
- Mobile phones are **not permitted** to be used during the school day.
- Parents are advised that the best way to contact their child during the day is to call the office on 9743 2922. Staff can then ensure that the student is reached quickly and assisted in the appropriate manner
- Students bringing mobile phones to school must sign them in at the general office as soon as they arrive at school and can be collected after 3:15.

Inappropriate use includes:

- Disruptions or likely disruptions to the learning environment or interference with the operation of the school;
- Threats or likely threats to the privacy, well-being or safety of any person;
- The breach of any law
- Use of the mobile phone as a connection to the internet during the school day. use of the mobile phone in the bullying, intimidation or harassment of other people through SMS or text messages, photographic, video or other data transfer systems available on the phone.

- This type of misuse will be dealt with under the Behaviour Management Policy and be regarded as Bullying
- The Principal reserves the right to grant exemptions to this policy in exceptional circumstances

Evaluation:

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

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

Nov 2016