

# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

| <b>Mobile Phone Policy</b>  |   |
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| <b>Authorisation:</b> By the Armadale Primary School Council on the 24 <sup>th</sup> November 2008.<br><b>Recommended:</b> By the Curriculum & Policy Sub Committee | <b>Review Date:</b> It is recommended that this policy is reviewed by the Curriculum & Policy Sub Committee |

### 1. PURPOSE

The purpose of this policy is to effectively manage the use of mobile phones in the school and during activities.

### 2. OBJECTIVES

- 2.1 To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.
- 2.2 To avoid the misuse of mobile phones.

### 3. IMPLEMENTATION

#### 3.1 The School Will

- 3.1.1 purchase and maintain enough mobile telephones and service contracts to satisfy its needs
- 3.1.1 not accept responsibility for lost or damaged student mobile phones
- 3.1.2 prohibit the use of mobile phones by students during school times.

#### 3.2 Staff

- 3.2.1 in charge of all excursions and trips involving students must ensure the school's mobile phones or similar appropriate communications devices accompany each trip
- 3.2.2 returning school mobile phones are responsible for ensuring that the phones are recharged
- 3.2.3 are to ensure that school mobile phones are not used for private calls, with the exception that staff are permitted to contact family during overnight excursions or if an excursion is returning late
- 3.2.4 will not use their own mobile phones for personal calls during designated school programs and activities
- 3.2.5 will be kept informed of Department of Education and Early Childhood Development information relating to health effects of using mobile phones.

#### 3.3 Students

- 3.3.1 are not to use the school's mobile phones without permission directly from a teacher
- 3.3.2 who bring mobile phones to school must ensure that phones are kept in school bags and switched off during the school day (communication between students and parents during school hours should be through the main office)
- 3.3.3 will be solely responsible for any mobile phones brought to school, by securing them in their bags
- 3.3.4 Regular use of personal mobile phones during school hours will result in mobile phones being confiscated and kept in the main office until the end of the school day.

#### 3.4 General

- 3.4.1 Mobile phones shall be turned to silent during meetings.

### 4 EVALUATION

The policy will be evaluated by teachers and parents by observing whether the objectives of the policy are being met through the school program and observations of student behaviours.