BASIC BELIEF

- Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can be used improperly, lost or damaged and must therefore be managed carefully.

Implementation:

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy its own needs with special consideration for the safety and security of students, staff and school community.

- Teachers in charge of all excursions and trips involving students must ensure the school’s mobile phones accompany each trip.

- Staff using a school owned mobile phone are required to sign for them in the Borrowing Register.

- Staff owned mobile phones are not to be used for private calls during class time, with the exception that staff are permitted to use a mobile phone during a recess period.

- Students’ mobile phones must not be brought to classes, meetings, assemblies or similar organised school activities.

- Students who bring a personal mobile phone to school must have permission from their parent/s.

- If brought to school, the mobile phone must be handed into the school office during the day.

- It is recognised that parents will have particular health, safety or personal reasons that justify the student being in possession of a mobile phone. If a student must have a mobile phone in their possession during class time, a written note to the school explaining the circumstances, must be provided.

- The school does not accept responsibility for lost or damaged student mobile phones.

- Students misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the Principal.

- Inappropriate use of a mobile phone device for “sexting” or sending inappropriate material will result in an immediate suspension of the offending student, staff member or employee.
The school reserves the right to confiscate a mobile phone if it is proven or there is evidence that the phone has been used for the purposes of cyberbullying, sexting or sending inappropriate material.

Mobile phones owned by students and staff are brought to school at their own risk.

**Evaluation:**

- This policy will be reviewed as part of the school’s policy review cycle.

This policy was ratified by the Mansfield Primary School Council on 18th November, 2013.

Review Date: 2016