

\* This includes devices such as, mobile phones, portable games and visual display units, recorders (visual and audio) and cameras.

### **RATIONALE**

As a communication device, mobile phones, when used appropriately, offer children and their parents many advantages in terms of ease of communication and a sense of personal safety. However, mobile phones and other electronic devices have the capacity to have a negative impact on the learning environment and the safety and wellbeing of students.

This policy aims to establish guidelines for the use of student mobile phones and other electronic communication and recreation devices within the school environment, and aims to set out the responsibilities of staff, parents and students.

For reasons relating to safety and possible disruption to school lessons, portable computer games, MP3 players and iPods are not to be brought to school unless teachers have given permission for a specific purpose. Cameras may be brought to school for excursions or special events, with teacher permission.

### **GUIDELINES FOR USE**

1. On arrival on school premises, mobile phones and electronic devices must be turned off.
2. Mobile phones and electronic devices must be stored out of sight, or they may be handed into the office at the beginning of the school day and picked up at 3.10pm.
3. If students do not follow the guidelines, the phone or electronic device will be confiscated and will be returned at the Principal's discretion.
4. No mobile phones or electronic devices are to be used by students at school or while attending school activities, functions or excursions.
5. The school will accept no responsibility for the security of mobile phones or electronic devices brought to school, nor will the school investigate should they be lost or stolen.
6. Mobile phones and electronic devices must not be used for home/school file transfer. USB flash drives maybe used, with teacher permission

### **RESPONSIBILITIES OF STUDENTS:**

1. Students who choose to bring mobile phones or electronic devices to school must assume total responsibility for the safe keeping of their device whilst at school.
2. Students, who do not hand the device into the school office, need to understand that no responsibility will be taken by the school to investigate the damage or disappearance of the above mentioned devices.
3. Students must not use mobile phones or electronic devices to bully, intimidate or harass other students. This includes the use of photographs, videos, messages or any other means of transferring data.
4. Students must turn off all mobile phones and/or electronic devices whilst on the school premises or during any school arranged activities, events or excursions.
5. Students must not use their mobile phones and/or electronic devices to photograph anything or anyone within the school premises unless they have specific permission.
6. Students must surrender their mobile phones or electronic devices if directed to do so by a staff member.

### **RESPONSIBILITIES OF PARENTS**

1. Parents should ensure that their children are familiar with their responsibilities for the use of cameras/mobile phones/electronic devices.
2. Parents are responsible for collecting the confiscated device/s from the school, after being contacted by the principal about their child's inappropriate use of a mobile phone or electronic device.
3. Parents should not contact their children via text, SMS or phone call during the school day. The appropriate procedure for parents to relay messages to their children or to contact them due to an emergency during school hours is via a phone call to the school office. Out of school hours, or if the student is on an overnight excursion, parents are to contact the emergency number provided.

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