



STUDENT USE OF MOBILE TELEPHONE POLICY (Inclusive of Electronic Devices)

1. Purpose

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

2. Scope

This policy establishes guidelines for the use of student mobile phones, within the school environment, and sets out the responsibility of staff, parents and students.

3. Policy Statement

Mobile phones have become an important and invaluable part of our modern lifestyle. The School understands that there are times when possession of a mobile phone can provide a sense of safety and security while travelling to and from school.

All BGMS student mobile phones are unnecessary during school hours as a method of communicating with students, given the primary school setting. There are also concerns about the misuse of mobile phones in a school environment e.g. bullying, interruptions in class, distraction and inappropriate photography.

Aims:

The school aims to provide a happy, safe and stimulating learning environment for all students. The purpose of this policy is to ensure that mobile phone usage does not disrupt this learning environment. The policy seeks to clarify the responsibilities of staff and students with regard to mobile phones.

Implementation:

In general, students should not bring valuable items to school – as they can be easily lost or stolen, which is often distressing for a child. However, if a mobile phone is required for the reasons of safety, for travelling to and from school, the child will be required to hand the phone to their class teacher for safe keeping until the end of the school day.

Parents and students are advised that in bringing mobile phones to school, they are doing so at their own risk and must comply with this policy inclusive of the Mobile Phone Code of Practice.

It has always been the school's practice to pass on important messages to students throughout the day.

This can be done by phoning School Administration and requesting that a message be given to the child.

No mobile phones are to be taken on excursions unless otherwise speculated as part of the pre-requisite to the incursion by the supervising teacher.

All students found to be using the mobile phone in an inappropriate manner e.g. bullying, inappropriate photography or texts, will have the phone confiscated and returning to the parent. The student would also be subjected to disciplinary action.

4. Inappropriate Use

The use of mobile phones in schools should not automatically be of concern. It is only if a mobile phone is used inappropriately that action will be necessary.

A mobile phone is used inappropriately if it:



STUDENT USE OF MOBILE TELEPHONE POLICY (Inclusive of Electronic Devices)

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- Threatens or is likely to threaten the safety or wellbeing of any person, or
- Is in breach of any law

Inappropriate use of mobile phones includes students using them to bully, intimidate or harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

5. Guidelines for use

- 5.1. Once at school the phones will be stored in Administration and turned off while students are in class and in the playground or at school related functions (excursions and camps). A student will take their phone to Administration at 8:30am and pick up at 3:05pm from the school office.
- 5.2. Prior to reaching the classroom, students must not lend a phone to another student for use as a phone, for text messaging or for used as a camera or video recording device. The student who owns the phone will be held responsible for its use.

6. Responsibilities for Mobile Phones

Students bring mobile phones to school at their own risk – the school and school staff members will not accept any responsibility for any loss or damage to mobile phones or for investigating loss or damage.

7. Electronic Devices

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of the internet, portable computer games, iPod and similar devices.

8. Reinforcement of Policy

- 8.1. Teachers will discuss this policy with student in their class.
- 8.2. When inappropriate use is detected it will be dealt with in terms of this policy, thereby reinforcing the policy
- 8.3. The community will be made aware of the policy through communication, e.g. newsletter and on the intranet.

Mobile Phone Code of Practice

I agree to abide by the following rules when I bring my mobile phone to school:

1. When I bring my mobile phone to school I will turn it off and hand it to the classroom teacher before the start of school each morning. The mobile phone will be locked away securely and can be picked up after school.
2. I will not have access to my mobile during school hours (unless requested for learning by the class teacher) and any phone calls that need to be made are to be made through Administration. If anyone needs to contact me during the school day they are to phone Administration and leave a message. Every effort will be made to relayed in a timely manner.

Outside of school hours of 8:30am – 3:00pm and while I am school property, I understand that the following rules apply:

- I do not give out the personal details of another person.
- I do not give out phone numbers without the permission of the person or people concerned.
- I only send sms/picture/video/voice messages or make phone calls that use appropriate language.
- I always have a person's permission when taking a photograph or making video or voice recordings.
- I do not send any type of message or make phone calls that are unpleasant or that are meant to frighten or upset another person.
- I report to a teacher or my parent or guardian any SMS/picture/video messages or phone calls that are unpleasant or make me feel uncomfortable in any way.



STUDENT USE OF MOBILE TELEPHONE POLICY (Inclusive of Electronic Devices)

- I understand that breeches of the mobile phone code of practice may result in my being forbidden from bringing my mobile phone to school.

It is up to the student and parents/guardians to enforce this outside of school hours.

Student mobile Phone Usage Agreement

I _____ agree to abide by the School's mobile phone code of practice. I understand that if I breach any of these rules I may lose the right to bring a mobile phone to school.

Student Name _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____

CC Registrar ☐

CC Classroom Teacher ☐

Approval and Amendment History	Details	Date
Original Approval Authority and Date		23/9/2016
Amendment Authority and Date		
Review		22/6/2017
Review		08/04/2019