



Area:	Community
Policy:	Mobile Phones
Released:	2000
Reviewed:	2014
Next Review:	2016

Rationale

The use of telecommunications technology has now become the norm rather than the exception for many of our families. Students, parents and teachers are accessing this facility in increasing numbers. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption. Therefore the school discourages the bringing of Mobile Telephones to school by students but we accept there are times when it might be deemed important. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents.

Principles

At St Jerome's Primary School:

1. A staff member should not use a mobile phone in any manner that is disruptive to the normal routines of the school day.
2. It is inappropriate for a staff member to use a mobile phone for personal use during class time. Accessing messages should only occur during recess or lunch breaks.
3. Staff and Student personal mobile telephones are brought to school at the owner's risk. The school does not accept responsibility for any loss or damage nor for investigating such.
4. Staff personal mobile phones are to be switched off in class or placed on silent, while on playground supervision duty and during scheduled school meetings.
5. When attending excursions and camps, teaching and support staff are asked to carry and use their own mobile phones so that in the event of an emergency they will be able to quickly ring for the appropriate support and assistance.
6. If any special circumstances exist that require a staff member to have their mobile phone switched on and accessible during normal working hours, notice should be given to an Assistant Principal or the Principal.

Procedures

1. A written request/notification is to be submitted by parents to the Principal explaining the need for their child to bring a mobile phone to school.
2. Students are not to have a mobile phone in their possession, which includes in their bag or desk during school hours. All student phones needs to be handed in to the school office staff at the beginning of the day and collected by the students at the end of the day.
3. Parents are not to attempt to contact students via the child's mobile phone during school hours. If parents need to urgently contact a student they should follow normal procedure and contact the school via the front office. The appropriate staff will then contact and support the student as necessary.
4. If these procedures have not been followed, the phone will be confiscated from the student and the parent will be asked to collect it from the school office.
5. Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances.

Review History

- 2010
- 2014

Next Review

Year	Person / Group Responsible
2016	Assistant Principal