

SUNBURY WEST PRIMARY SCHOOL

MOBILE PHONE POLICY



1.0 Description

Our school has always had the ability to convey messages to children as the need arises. In cases of emergency, we convey information quickly and effectively. Should an emergency arise it is the responsibility of the school administration to contact parents. We do understand however that parents require their children to carry mobile phones for personal use to and from school.

The need to balance necessary communication with an optimum learning environment is the background for this policy.

2.0 Purpose

- 2.1 To acknowledge that there are times when it is genuinely appropriate and beneficial for some students to have access to a mobile phone on the way to and from school.
- 2.2 To manage the use of mobile phones so they do not impact on daily school routines.

3.0 Objectives

- 3.1 To communicate a simple and effective policy with both parents and children.
- 3.2 To reinforce the existing communication channels already available to families of all children.
- 3.3 To minimise the opportunity for misuse of new technologies.

4.0 Implementation

- 4.1 Where there is a need to make contact with their child during school hours, parents will need to ring the school office on 9740 8666.
- 4.2 If a child is required to bring a mobile phone to school, the attached Agreement Form must be completed and signed by all relevant parties.
- 4.3 Phones are handed in to the General Office upon arrival at school in the morning and collected by the child at the end of the day after dismissal. All phones must be turned off when handing in to the General Office.
- 4.4 Students are not permitted to take mobile phones on camps or excursions.
- 4.5 The school will endeavour to manage all phones responsibly, however the DEECD does not hold insurance for personal property brought to school and it will not pay for loss or damage to such property (CIRCULAR 038/2005)
- 4.6 All families will be notified of this policy in writing through the school newsletter.
- 4.7 Children will be reminded of the policy via assemblies and individual classroom teachers.
- 4.8 Mobile phones will not be accessible for use during school times.
- 4.9 Appropriate action will be taken against any student who photographs or films other students or sends harassing or threatening messages during school hours.
- 4.10 Breaches of policy will be addressed within the school discipline policy.

5.0 Evaluation

- 5.1 This policy will be reviewed in 2016.

Mobile Phone Policy 2013

Review Date 2016

**SUNBURY WEST PRIMARY SCHOOL
MOBILE PHONE POLICY**

AGREEMENT FORM

My child _____ has my permission to bring a mobile phone to school.

Student Mobile Phone Number: _____

PARENT AGREEMENT:

I agree

- That my child is required to hand in their phone turned off in to the General Office upon arrival at school in the morning and collect it at the end of the day after dismissal.
- My child will not be able to access their mobile phone during school times.
- My child is not permitted to take mobile phones on camps or excursions.
- The school will endeavour to manage all phones responsibly, however the DEECD does not hold insurance for personal property brought to school and it will not pay for loss or damage to such property.
- Appropriate action will be taken against my child if he/she photographs or films other students or sends harassing or threatening messages during school hours.
- Breaches of the Mobile Phone Policy will be addressed within the school discipline policy.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ *Date:* _____

STUDENT AGREEMENT

I agree

- That I am required to hand in my phone turned off, in to the General Office upon arrival at school in the morning and collect it at the end of the day after dismissal.
- I will not be able to access my mobile phone during school times.
- I am not permitted to take mobile phones on camps or excursions.
- Appropriate action will be taken if I photograph or film other students or send harassing or threatening messages during school hours.
- I agree that I am responsible for any loss or damage to my phone and that school will not pay for any loss or damage to my phone.
- Breaches of the Mobile Phone Policy will be addressed within the school discipline policy.

Student's Name: _____

Student's Signature: _____ *Date:* _____