



# Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

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## Mobile Phone Procedures

### Rationale

When used appropriately, mobile phones are useful for safety, convenience and quick communication. While discouraging students from bringing mobile phones to school, Allambie Heights Public School accepts that some parents give their children mobile phones to protect them from everyday risks involving personal security and safety. However, mobile phones have the capacity to have a negative impact on the learning environment and, when used inappropriately, can put the safety and wellbeing of students at risk. The widespread ownership of mobile phones amongst young people requires the staff, students and parents at Allambie Heights Public School to take steps to ensure mobile phones are used in a responsible and safe manner. If students choose to bring mobile phones to school, Allambie Heights Public School does not take any responsibility for mobile phones that are brought onto the school premises.

### Purpose

*The purpose of this policy is to ensure that:*

1. Mobile phone use does not disrupt the teaching and learning environment of any student or teacher.
2. Potential risks to student safety and wellbeing posed by inappropriate use of mobile phones can be identified and addressed.
3. Students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones.

### Responsibility

- Allambie Heights Public School strongly discourages students from bringing mobile phones to school. However, in the instance that parents feel it is necessary for their child to have a phone in their possession at school, it is the responsibility of the student to abide by the appropriate guidelines of use as outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents or guardians who should be aware that their child is bringing a mobile phone to school.
- It is the responsibility of all students, staff and parents to comply with the appropriate use of mobile phone guidelines as outlined in this document.
- The school accepts no responsibility for lost, stolen or damaged phones. The school also accepts no responsibility for students who lose or have their phone stolen or damaged whilst travelling to and from school.

### Guidelines for Acceptable Use of Mobile Phones

#### *For Students*

- Students are only to bring their mobile phone to school if they have the permission of their parents or guardians.
- Mobile phones need to be switched off as soon as students enter the school grounds, including the school hall. Mobile phones can be switched back on when students leave the school premises.
- Should students need to contact their parents in an emergency while at school, school admin staff will make contact with the necessary parents. This will be determined by the

appropriate school staff and does not include calls for items, such as hats, homework, or permission slips for incursions or excursions that have been left at home.

- Students should protect their phone numbers by only giving the number to friends and family to ensure they are receiving communication from people known to them. It is strongly recommended that students use passwords or pin numbers to ensure unauthorised phone calls or SMS messages cannot be made from their phone by anyone other than the owner of the phone. Students must not lend a phone to another student at any time. The student who owns the phone will be held responsible for its use.
- Students should mark their mobile phone clearly with their name.
- Students are not permitted to bring mobile phones on school excursions or overnight camps under any circumstance. School staff will not be held responsible for the security of phones should this guideline be breached. In instances of emergency where students need to contact their parents, this will be organised by attending excursion staff.
- Mobile phones must not be used at school or school events for inappropriate purposes which impinge on the privacy or learning of others.
- Students found to be in breach of these guidelines will have their mobile phone removed and stored in the school office until the end of the school day. Following the 3.10pm bell, the mobile phone will need to be collected from the school office. Parents will be contacted should their child's mobile phone be confiscated due to breach of these guidelines.

#### ***For Staff***

- During teaching time, while on playground duty, during assembly and during meetings, mobile phones should be switched off or put on 'silent'. Mobile phones should not be visible. Messages should be accessed at an appropriate time. Arrangements will be made to call staff to the nearest landline to take urgent calls should they come via the office.

#### ***For Parents and Community Members***

- When assisting in classroom or attending meetings at school, mobile phones should be switched off or put on 'silent'. Mobile phones should not be visible.

*Students, parents or staff seeking clarification of any points contained in this policy should contact the school office.*