



Elizabeth East Primary School.

MOBILE PHONES POLICY

Rationale:

- Mobile phones need to be effectively managed.

Aims:

- To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

Implementation:

School Owned Phones

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy needs.
- Teachers in charge of all excursions and trips involving students must ensure the school's mobile phones (or teacher's personal mobile phones) accompany each trip.
- Staff using mobile phones are required to sign for them in the Borrowing Register.
- Staff returning mobile phones are responsible for ensuring that they are recharged.
- Mobile phones are not to be used for private calls, with the exception they are permitted to contact families or loved ones during overnight excursions if an excursion is returning late or they are delayed whilst performing school business.
- Students are not to use the school's mobile phones without permission directly from the Teacher in Charge.
- Staff will be kept informed of departmental information relating to health effects of using mobile phones.

Student Owned Phones

- Students should not bring personal mobile phones to school unless parents have outlined the health, safety or personal reasons to justify the student having one in their possession.
- The school does not except responsibility for lost or damaged student mobile phones.
- Student mobile phones must be stored in the front office secure store area during school time unless there is a legitimate reason, agreed to by the Principal, for the student to have the phone between 8.45 am and 3.10 pm.

Staff Owned Phones

- Mobile phones should be turned off or in silent mode during staff meetings or on occasions when they are engaged in professional activities.
- If a mobile phone has to be left on for important reasons please indicate this to a leadership member.

Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

This policy was ratified by the Governing Council in November 2009.