

# BEECHWORTH PRIMARY SCHOOL



No. 1560

Believe - Persist - Succeed

## Beechworth Primary School

### Mobile Phones Policy (Vers1.2)

---

#### **Purpose**

This policy outlines the appropriate use of mobile phones and other similar or related technology on our school site, school camps, excursions and any other school-associated events.

#### **Policy statement**

##### **Background**

Mobile phones are useful because they provide a form of communication and security. It is acknowledged that in some circumstances the use of a mobile phone can be appropriately incorporated into the learning program. It is important that mobile phone users display courtesy, consideration and respect for others whenever they are using a mobile phone.

Whilst recognising the increased use of mobile phones in our community and acknowledge the increasing circumstances where parents provide mobile phones to their children for reasons of security, the potential misuse of mobile phones and similar technologies need to be minimised.

##### **Whole school engagement**

This policy extends to students, staff and parents that are participating in school events or activities on or off the school grounds.

#### **Guidelines**

The school will allow students and staff to possess mobile phones and similar technologies on the premise only, within the parameters of the policy stated below.

##### **Specific to Students**

- If there is a need for a student to have a mobile phone at school then this is to be handed into the main Office before 9 a.m. and collected at the end of the school day.
- If a student is using a mobile phone at school or at any school event it will be confiscated and returned only when a parent or guardian comes to the school to collect it.
- Students on camp, involved in excursions or extra-curricular activities are not permitted to have a mobile phone in their possession. However, prior arrangements between Parent/Guardian, Principal and teacher-in-change can be made.

- During school time a Parent/Guardian emergency message for a student can be phoned to the school's main office.
- Mobile phone cameras (digital and video) must not be used on school grounds or at school events/excursions. Students who are found using these functions will be subject to disciplinary action according to the appropriate school and DEECD policies and guidelines.
- The School and Department of Education and Training does not hold insurance for personal property brought to school and it will not pay for any loss or damage to such property. Students are discouraged from bringing any unnecessary or particularly valuable items to school.

### **Specific to Staff**

- Staff are not to use a mobile phone during class time or meetings for personal purposes. If the mobile phone is within the classroom/meeting environment it must be switched off, or turned onto 'silent mode'.
- Staff can use their mobile phones during class time as a teaching tool that does not involve any photographic elements e.g. timer or calculator.
- Teachers in charge of all excursions and trips involving students must ensure a mobile phone or similar appropriate communications device accompanies each trip, leaving current contact numbers with the Principal and Office.
- Personal mobile phone cameras are not to be used to capture images/videos of students. Staff who are found using these functions will be subject to disciplinary action according to the appropriate school and DEECD policies and guidelines.
- The School and Department of Education and Training does not hold insurance for personal property brought to school and it will not pay for any loss or damage to such property. Staff are discouraged from bringing any unnecessary or particularly valuable items to school.

### **Specific to Parents and Visitors**

- Personal mobile phones and digital devices are not to be used to capture images/videos of students or staff on school premises or at school events.
- Parents and visitors wishing to capture images, videos or audio of students or staff at these events or on school premises are required to:
  - Ask permission from Principal so he/she is able to refer to the student/s parent media consent form.
  - Gain direct parental permission of the student/s involved or permission from the staff member/s involved.
- Parents and visitors who are found using these functions without the above permissions will be subject to disciplinary action according to the appropriate school and DEECD policies and guidelines.
- The School and Department of Education and Training does not hold insurance for personal property brought to school and it will not pay for any loss or damage to such property. Parents and visitors are discouraged from bringing any unnecessary or particularly valuable items to school.

### **Relevant accountability documents**

- Victorian State Government: "Students Using Mobile Phones"  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

### **Related school policies**

- Student Engagement and Wellbeing Policy

### **Monitoring and review**

This policy will be reviewed after three years as a part of our policy review cycle.

**Endorsed by school council:**

**Date: 21/6/2017**

**Next review date: June 2020**