

	<p>Carlton Gardens Primary School</p> <p><b>MOBILE PHONE POLICY</b></p>	<p><b>Authorisation</b> 2019</p> <p><b>Review</b> 2022</p>
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### **Rationale:**

Carlton Gardens Primary School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - when travelling to and from school to contact parents in emergencies or to confirm or change collection times related to after school arrangements. Mobile phones are important modern day communication tools. However, they can be improperly used, lost or damaged and must therefore be managed effectively.

### **Aim:**

To manage the safe use of mobile phones by students and staff at Carlton Gardens Primary School.

### **Implementation:**

*Note: The Mobile Phone Policy works in conjunction with the Acceptable Use Policy (referring to Internet and Digital Technologies)*

### **Students:**

- Students should only use their mobile phones before arriving at school and once leaving school, as directed by their parents. At these times, it is important that students display courtesy, consideration and respect for others.
- Once at school, students must turn their mobile phones off and hand them to the office staff to be stored safely at the School Administration Office until the end of the day, when retrieved.
- Students are not to bring mobile phones to excursions or camps.
- The school does not accept responsibility for lost or damaged personal property, including mobile phones.
- Students misusing personal mobile phones at school or causing a nuisance will be asked not to bring a mobile phone to school. They may have the phone confiscated and it will be handed to the parent.
- Mobile phone cameras (digital and video) must not be used. Students who are found using these functions inappropriately will be subject to disciplinary action according to the appropriate school and DET policies and guidelines.
- Protection of privacy is paramount; students are not to post or forward private information about themselves or another person using Short Message Service (SMS, IM or any other messaging or social Network software).
- Students cannot take or use their mobile phones on camp, unless this has been arranged with teachers attending camp, prior to leaving. Students will only have access to their phone at the discretion of teachers.

### **Teachers:**

- Teachers in charge of all excursions and camps involving students must ensure a mobile phone or similar appropriate communications device accompanies each trip, leaving current contact numbers with the office staff.
- Mobile phones are not to be used for private calls during school teaching time.
- Using a mobile phone for school business whilst on excursions or camps is appropriate.
- In most cases, it is not appropriate for staff to have mobile phones on during scheduled meetings.

- The school does not accept responsibility for lost or damaged personal property, including mobile phones.

**General:**

- Mobile phones are brought to and kept at school entirely at their owner's risk. CGPS does not take any responsibility for lost, damaged or stolen phones.

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