



Mobile Phone – Acceptable Use Policy

Policy No. 2.17

Purpose

To provide guidelines for the acceptable use of mobile phones by all school staff, students, parents and visitors on the school premises and during school activities that occur offsite.

Rationale

The increased ownership and use of mobile phones in the community requires that school administration, teachers, students, parents and visitors take steps to ensure that mobile phones are used responsibly at school. This policy provides the guidelines for acceptable use of mobile phones at Wales Street Primary School.

This policy recognises that:

- Mobile phones are a useful tool, that enhances communication;
- School staff, students, parents and visitors will have differing needs for mobile phone use
- Current school policy (other than mobile phone use) and practice should not change to accommodate mobile phone use

Access and use of a mobile phone should not:

- Be disruptive to teaching, learning and the conduct of meetings;
- Be used in any manner that is disruptive to the normal routine of the school;
- Increase the risk of theft or breach of privacy.

Guidelines for Implementation

This policy applies to mobile phone use on the school premises and during school activities that occur off site (school camps and excursions, professional development sessions).

1.1 School Staff:

Mobile phones may be used:

- Before and after school and in designated breaks in teaching / administration.
- In matters of emergency or safety
- On school excursions and camps as a point of contact for staff and parents.

1.2 School Students:

- May use a mobile phone before arriving or after leaving the school grounds. Students will be required to register their mobile phone in the mobile phone register, and store their mobile phone at the school office during school hours.
- Students attending School After Care (SAC) will be required to register and store their mobile phone with the Supervisor of the program when they enter the program.
- Students may not use their mobile phone under any circumstances during the school day.

1.3 Parents and Visitors:

- May use a mobile phone in matters of emergency or safety with the understanding of the school staff member they are meeting or working with.

Protocols for acceptable phone use:

Wales Street Primary School encourages individuals to use their mobile phones in a responsible manner and to be considerate and aware of situations where using their mobile phone might annoy others or compromise student safety and learning.

2.1 When in doubt, always go out:

When possible go outside or to another room to make your call if your call might disturb others e.g. during designated breaks in teaching. Also, features such as text messaging answering services, call diversion and vibration alert can be used to receive important calls without disturbing others. E.g. during meetings, and designated breaks.

2.2 If you can't turn it off, use silent mode:

If you need to keep your phone on for important calls, then turn it to silent or vibrate mode. It's the ring of a mobile phone in inappropriate places and times such as at meetings or during breaks in common use areas such as the staff room which annoys people the most

2.3 When required turn your phone off and check it's off:

There are some places where staff should never talk on a mobile phone or send text messages and where the ringing of a mobile phone or message alert is considered highly unacceptable, such as: Presentations by Guest speakers, formal presentations eg Graduation, Concerts, Musicals, etc. In these cases, turn your phone off and remember to check it's off before you enter the venue.

2.4 You don't always have to answer- use your messaging service:

It's a natural reflex to answer your phone if it rings, however, if you forget to put your phone on silent or vibrate mode and it rings at an inappropriate moment, send the call to voice mail or your answering service (usually by pressing the hang-up key).

5. References:

Use of Mobile Phones by Students & Guidelines for Policy Development – DEECD.

A Mobile phone register is kept in the office.