



Coolaroo South
*Primary School
and Kindergarten*

Mobile Phone Use Policy

Policy Review and Approval

Policy Last Reviewed: 08/06/2023

Approved By: Principal

Next Scheduled Review Date: 08/06/2026

RATIONALE

Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

AIMS

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

IMPLEMENTATION

SCHOOL PHONES

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy its needs.
- Teachers in charge of all excursions and trips involving students must ensure the school's mobile phones or similar appropriate communications devices accompany each trip.
- Staff members 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 that staff are permitted to contact families or loved ones during overnight excursions or if an excursion is returning late.
- Students are not to use the school's mobile phones without permission directly from the Teacher in Charge.
- Staff will be kept informed of Department of Education and Training information relating to health effects of using mobile phones.

STUDENT PHONES

The school does not accept responsibility for lost or damaged student mobile phones.

- Students' mobile phones should be handed in to the General Office for safe keeping during school hours. However, should students retain possession of the phones, the following limitations apply:
 - Students' mobile phones are to be turned off at all times during school hours.
 - Students' mobile phones must not be brought to classes, meetings, assemblies or similar organised activities.

- Students using mobile phones during school hours will forfeit them to the office until they can be collected by parents/adults
- Inappropriate use of the mobile phone may result in the revocation of the privilege of bringing the mobile phone to school.

STAFF PHONES

- Staff members may not use personal mobile phones whilst teaching or otherwise engaged with or supervising students.
- Staff members' personal mobile phones should be switched off during teaching times.