



## **Mobile Phone and Device Policy and Procedure**

The term "device" in this policy refers to any mobile electronic device which is connected to the internet or with access to a cellular (telecommunication) system. It includes, but is not limited to, phones, tablets, handheld games console and smart watches.

### **Communication with students from outside the school:**

Communication between students and people outside the school by use of mobile phones is an important aspect of daily life for many families. Our aim is to ensure that any communication with students from outside the school is legitimate, appropriate and does not interrupt the good order of the school.

### **Telephone calls to and from students:**

Any telephone calls made by students during school hours must be made via the Front Office or the classroom under staff supervision.

Urgent telephone calls from families or carers to students can be made to the Front Office. We can confidently assure callers that messages received at least 10 minutes prior to the end of the school day will reach their destination.

### **Mobile Phones and Devices in school:**

We understand that mobile phones and other electronic devices do offer a service to some families. Safety and communication concerns demand that some students have a mobile phone with them for before and after school communications.

Students must take responsibility for their mobile phones and/or devices if the family deems it necessary for them to bring them to school. On entering the school grounds, PGR-7 School will not take any responsibility for them, and any dispute that involves damage, loss, or theft will not be investigated by the school.

Mobile phones and devices are not to be used during school hours as a method of communicating with students given the primary school setting. There are also concerns about the misuse of mobile phones and devices in a school environment for example, bullying, damage to devices, lost or stolen devices, interruptions in class, distraction, inappropriate photography etc.

To mitigate these concerns, we ask that students abide by the following rules when bringing mobile phones and/ or devices to school:

- Students are not to use phones or devices on school property at any time.
- On arrival at school the phone or device must be handed to the Front Office Staff and collected by the student at the end of the day.
- The phone or device must be clearly identifiable and switched off prior to being securely stored in a named envelope at the Front Office.

Please note that if these procedures have not been followed, the phone or device will be confiscated from the student and the parent will be asked to collect it from the school office. Students who use their mobile device inappropriately at PGR-7 will be issued with consequences consistent with our school's existing Behaviour Management Policy.

## **Revision Record**

Version 1.0

Created: 2007

Ratified: by Staff and Governing council on September 2007

Version 1.1

Amendments: December 2008 due to amalgamation change of name

Principal: Di Charles Governing Council Chair: Steve Andrews

Version 1.2

Amendments: January 2016 logo updates and formatting

Reviewed by staff: January 2016

Ratified by Governing Council: March 2016 Principal: Simon Harding Governing Council Chair: Trudi McAloney

Version 1.3

Amendments: July 2020 Name change to include devices procedure, formatting and logo change

Reviewed by staff:03/08/20

Ratified by Governing Council: 4/8/20 Acting Principal: Vicki Poulain, Governing Council Chair: Kyall Zechner