Cranbourne West Primary School
MOBILE PHONE POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Cranbourne West Primary School Administration on 59962878

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. Mobile phones maybe an unnecessary distraction for students and create a range of problems including disruption in class, theft, security and safety issues and the dissemination of inaccurate and mischievous information.

PURPOSE

To utilise the benefits of mobile phones whilst managing the problems they may potentially create and to explain to our school community the Department's and Cranbourne West Primary School's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during school hours.

SCOPE

This policy applies to:

1. All students at Cranbourne West Primary School and,

2. Students' personal mobile phones [and other personal mobile devices] brought onto school premises during school hours, including recess and lunchtime.

DEFINITION

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

IMPLEMENTATION GUIDELINES

- Students who bring mobile phones to school will be expected to hand the phone to their classroom teacher who will place it in secure storage until the end of the day. Exceptions to this policy may be applied if certain conditions are met. [See below for further information]
- Inappropriate use of a mobile phone by a student is any use during school hours unless an exemption has been granted. This includes photography or any image capturing, inappropriate social media use and disruptions to learning.
- Students should be organised prior to the start of the school day to eliminate the need to make phone calls during the day.
- In the event of an emergency, students are able to approach the classroom teacher and if need be the Student Welfare Coordinator and may be given access to a phone if the reason given is considered appropriate.
- In an emergency, parents and carers should contact their child by calling the school office.

- Mobile phones owned by students and staff are brought to school at their own risk. Cranbourne West Primary School's insurance cover will not compensate accidental property damage, lost or stolen personal mobile phones.
- Student mobile phones are not to be taken on camps or excursions.
- The school will purchase and maintain enough mobile phones and service contracts to satisfy its needs.
- Teachers in charge of excursions, camps and trips off site which involve students must ensure a mobile phone accompanies each trip and a contact number is provided to the office.
- In order to minimise classroom disruptions, teachers are requested to turn their mobile phones off or to silence mode. Mobile phones are not to be used during class time unless there are exceptional circumstances.
- Staff will not waste valuable time investigating issues involving mobile phones.

Exemptions:

- The Principal or his nominee may grant an exemption based on health and wellbeing related issues or the management of students off site.
- Where an exemption is granted, the student can only use the mobile device for the purpose for which it was granted.

EVALUATION

This policy will be reviewed on a cyclic basis.

This policy is available to the community on the:

- School website
- Sentral Parent's Portal
- A hard copy may be requested from the school office

This policy is available to the staff:

- Sentral Documents – Policies
- Discussed at annual staff meetings /briefings