**Rational:**

* 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:**

* Staff in charge of all excursions and trips involving students must ensure they have a mobile phone or similar appropriate communication device to accompany each trip. Teachers using their own phones to leave numbers at office.
* Staff using mobile phones are responsible for ensuring that they are recharged.
* Staff are not to use personal mobile phones to receive or make calls during class time, except in exceptional circumstances.
* Modern mobile smart-phones and i-pads have many applications (apps) suitable for classroom use – such as timers and camera/video facilities. Staff may use these apps on phones where there is a genuine educational benefit.
* Students are not to bring personal mobile phones / devices to school, unless permission from the Principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone.
* The school does not accept responsibility for lost or damaged student, staff, volunteer or parent mobile phones.
* Student’s mobile phones must not be brought to classes, meetings, assemblies or similar organised activities. They are to be stored in the school office.
* Students misusing personal mobile phones at school, school events or while travelling on school buses or causing a nuisance will be brought to the attention of the principal. Student’s phones are not to be used to take photos or video at school.
* The Principal may revoke the student’s privilege of bringing or using mobile phones whilst at school.
* Staff will be kept informed of Department of Education and Training information relating to health effects of using mobile phones.
* If children do, with permission of the Principal, bring a mobile phone to school, the phone shall remain the responsibility of the child.
* Staffs use of their mobile phones will be at their own expense.

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

**Ratified at School Council** Date: August 2022