



# Mobile Phone Policy

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## Rationale

Mobile phones are a part of modern society and St Michael's Primary School accepts that many students will possess mobile phones. There are times when it may be genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents in emergencies on their way to and from school or to confirm or change a collection time after school. However, the ever-changing mobile phone technology presents a number of challenges to schools which include:

- The interruption of classes;
- loss and theft; and
- mobile phones being used inappropriately and causing issues such as harassment, bullying and peer pressure.

At St Michael's School we also believe that an integral part of providing a safe environment for children is to ensure all staff are free to focus on their duty of care.

## Aim

(Staff Mobile Phones)

- To maintain focus on the children under our duty of care; and
- To provide a phone free atmosphere within the staff common area.

(Student Mobile Phones)

- To ensure classes are not disrupted;
- To provide an environment that prevents inappropriate use of mobile phones.

## Implementation

*(Student Phones)*

St Michael's School has in place appropriate methods (through the Front Office) for parents to contact students and pass on messages. We prefer that students do not have mobile phones at school. When students do bring them, the following applies:

- A letter of permission is required by parents of students who need to bring a mobile phone to school;
- Mobile phones are not to be used during school hours by students (8.30-3:15pm);
- Student phones must be taken to the Front Office for safe keeping during the day. They will be signed in and out from there. Mobile phones are not to be in student bags or with students during the school day. If a phone is seen by a teacher during school hours, the phone will be confiscated by the teacher and secured in the school safe. Students will be required to explain to their parents what has occurred. The phone will be returned when the student's parents have contacted the school and discussed the policy with a Leadership Team member; and
- Mobile phones are used at their owners' risk. No liability will be accepted by the school or college in the event of the loss, theft or damage of any device.

*(Staff Phones)*

- Mobile phones are to be switched off during staff meetings; and
- Mobile phones are not to be used in the staffroom- to provide a phone-free atmosphere within the staff common area.
- Under some circumstances mobile phones are to be switched off during teaching time and whilst on duty;
- Staff may use the applications on their phones for educational purposes, eg: for downloading music required for school, lessons or teaching, for accessing information when the school network is down, for assessment purposes, for taking photos or capturing video clips etc.
- Staff are required to take a mobile phone on excursions with them, in case of emergency.

**Approved by:** St Michael's Community Council

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