



# Mobile Phone/Digital Devices Policy

## **RATIONALE:**

Mobile phones and digital devices (e.g.cameras/videos/ipods) are important modern day communication tools, essential in providing a safe and effective school environment. However, they can be improperly used, lost or damaged and must therefore be effectively managed.

## **AIMS:**

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

## **IMPLEMENTATION:**

### **Staff**

- Staff in charge of all excursions and trips involving students must ensure mobile phones or similar appropriate communications devices accompany each trip and that they are fully operational.
- It is the responsibility of the teacher leading the excursion to provide a contact mobile phone number to the Principal and Office Manager prior to leaving the school on any excursion.
- Where staff requires reimbursement for mobile phone calls made while on a camp or excursion a copy of the bill highlighting the claimed calls should be given to the Principal as soon as possible after the event along with a written request for reimbursement.

### **Students**

Westbreen Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

- Mobile phones owned by students are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that the school does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.
- Students who choose to bring mobile phones to school must have them switched off, and securely stored at the office during school hours.

- Students must sign in their mobile phone on entering the school grounds, and sign out their phone at the end of the day.
- When emergencies occur, parents or carers should reach their child by calling the school's office.
- Students are not to have a mobile phone/digital device in their possession whilst at school, on excursions or at camp.
- Students misusing a personal mobile phone/digital device at school or causing a nuisance will be brought to the attention of the principal.
- Students found using a mobile phone/digital device to take still pictures, videos or sound recordings at school will have it confiscated. The parents will be notified and the device returned only to the parents.
- The Principal reserves the right to revoke the student's permission to bring a mobile phone/digital device to school at any time.
- The school does not accept responsibility for lost or damaged mobile phones/digital devices.

### **Exceptions**

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

- Health and wellbeing-related exceptions.
- Exceptions related to managing risk when students are offsite.
- Learning related exceptions.

### **Review Cycle and Evaluation:**

This policy will be reviewed as part of the school's three year review cycle

**Ratified by School Council: August 2022**

**Next review: August 2025**