

CARINE PRIMARY SCHOOL MOBILE/SMART PHONE POLICY

Rationale

Over the years there has been increasing access to information and communication technologies. Most adults and many children now own one or several small, mobile and personalised communication technology devices. Most mobile phones have many more functions other than just making or receiving phone calls. (cameras, internet access, alarms, lights, apps etc)

The purpose of this document is to ensure that the use of mobile/smart phones does not disrupt teaching and learning and does not impact on the good management of the school. We expect all staff and students to follow these guidelines. They clearly outline what is appropriate use in the primary school setting during the course of the school day.

Use of Mobile/Smart Phones by Staff

The following Code of Conduct or etiquette is expected from all staff at all times.

Mobile Phones –

- ❖ are a personal item and as such should be kept out of sight in a bag or on your person when not in use.
- ❖ should not be left on desks in full view of others.
- ❖ should not be turned on to receive or send calls or text messages during class time or at meetings.
- ❖ should only be used during school hours out of class or meeting time when it is absolutely necessary.

Note: There will be times when staff may use mobile phones, for example, when troubleshooting with the helpline on ICT issues. These times will be few and designed to restore the equipment and devices as soon as possible. This will enable the learning programs to resume as planned.

Mobile Phones - Policy for Students

With the reported increases in cyberbullying and inappropriate use of mobile phones by children, we have procedures in place so that students at Carine have no legitimate cause to use mobile phones at school.

We acknowledge that communication between home and school may need to occur within school hours for a variety of reasons. In all cases where parental contact is necessary (either parent or student initiated) during the course of the school day, calls are to be made and received by the front office. This is because we believe that children in our care should be monitored when conducting individual and private phone conversations during school time. This is for their own safety and well being and because we owe them a duty of care.

Our front office staff also receive, send and pass on messages during the course of the day when family emergencies or other unforeseen circumstances arise.

Should it be necessary for a student to carry a mobile phone for before school arrival and after school departure times, they are to keep them out of sight and in their bags at all times whilst on the school grounds. The school accepts no responsibility for the loss or management of these devices.