

## **MOBILE/SMART PHONE ELECTRONIC DEVICE POLICY**

As a school community we believe that the appropriate use of technology is essential in enhancing the learning environment at Carine Primary School. We also understand that to deprive students from exploring technology can inhibit their learning. One such component involves the ownership and use of mobile or Smart phones.

In an increasingly complicated world we understand that the ownership of mobile phones enables some families to feel safe and secure. They are an effective tool for communication between parents and their children at appropriate times.

To safeguard from the ever increasing occurrence of cyber bullying and ensure that the school's safe learning environment is not disrupted by the inappropriate use of mobile phones and smart electronic devices, we believe that there is a need to set the following guidelines for students and staff:

### **Use of Mobile Phones by Students**

- ❖ From 8:30am to 3:00pm the most effective means of communication is via the front office. Consequently, the use of mobile phones by students during recess and lunch breaks is not appropriate and phones must be turned off, kept in the student's bag and used only after leaving the school grounds.
- ❖ If the mobile phone is lost, broken, stolen or used by a person other than the owner, the school is not responsible.
- ❖ Students involved in daytime excursions or overnight camps are in the care of school staff and are not permitted to use mobile phones.
- ❖ Any other smart electronic device with internet and phone capabilities is subject to the same conditions as this mobile phone policy. (e.g. apple watch, Fitbit, smart pens etc)

If these guidelines are not adhered to by a student, the parents will be contacted and the phone confiscated and held at the front office until the end of the school day.

### **Use of Mobile 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 when not in use.
- ❖ should not be turned on to receive or send calls or messages during class time or meetings.
- ❖ should only be used during school hours out of class or meeting time when absolutely necessary.

**Note:** There will be times when staff may use mobile phones, for example, when troubleshooting with the helpline on ICT issues to restore the system and enable learning programs to resume as planned.