

Acceptable & Responsible Use of Mobile Phone Policy

Rationale:

The increased ownership of mobile phones requires that teachers, students, and parents take steps to ensure that mobile phones are used responsibly.

Purpose:

Ormond Primary School has established the following Policy for mobile phones that provides teachers, students and parent's guidelines and instructions for the appropriate use of mobile phones during school hours and highlights the exclusion of the devices on excursions, camps and extra-curricular activities.

Guidelines:

In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read the Policy and return the attached form to the school. This policy is to be signed by the student, parent and teacher and retained by the teacher. Parents/guardians may revoke approval at any time.

- In cases of emergency, the school office remains a vital and appropriate point of contact to ensure your child is reached quickly, and assisted in an appropriate way.
- It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- Parents should be aware if their child takes a mobile phone onto school premises.
- Permission to have a mobile phone at school while the student is under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy.

Implementation

- Mobile phones may only be used before and after school hours (9:00 – 3:30), they can only be used for communicating with parents.
- Students who bring a mobile phone onto school premises must switch off the device and hand them in to their teacher to store during school hours.
- Students are required to mark their mobile phone clearly with their names.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Students are not permitted to bring mobile phones to school camps or to any excursions and extra curricula activities. If taken, teachers are permitted to confiscate them for the duration of the camp/excursion.
- As many mobile phones now operate as cameras and have Internet access students are not permitted to use the phones for these purposes. If observed using this technology, teachers are permitted to request the student deletes the photographs (and may be observed while doing so) or confiscate the phone for the duration of the school hours.

Renewal and Approval:

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

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PERMISSION & ACKNOWLEDGEMENT FORM FOR MOBILE PHONES

Parent/Guardian Permission

I have read and understand the *Acceptable & Responsible Use Policy for Mobile Phones* at Ormond Primary School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

In cases of emergency, the school office remains a vital and appropriate point of contact to ensure your child is reached quickly, and assisted in an appropriate way.

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately during school hours.

Parent name (print): _____

Parent signature: _____

Date: _____

Student Acknowledgement

I will keep my mobile phone switched off at all times during school hours and handed in to their classroom teacher.

I understand that my mobile phone is my – not the school's – responsibility.

Student name (print): _____

Student signature: _____

Date: _____

Teacher name (print): _____

Teacher signature: _____

Date: _____