

# MOBILE PHONE POLICY

## BELL PRIMARY SCHOOL

### **Rationale:**

Mobile phones are electronic devices used for mobile communications over a cellular network. Most current mobile phones have many additional services beyond standard voice and text function. These include, email, access to the internet, gaming, Bluetooth (short-range communications technology intended to replace the cables connecting portable and/or fixed devices while maintaining high levels of security), camera, video recorder, MMS (multimedia messaging service) for sending and receiving photos and video, MP3 player, radio and GPS (global positioning system). They have an increasingly important role in providing a safe and effective school and community environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

### **Aims:**

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

### **Implementation:**

#### **Staff**

- Teachers in charge of excursions and trips are required to take a mobile phone with them.
- Teachers in charge of excursions and trips will inform the school office of their correct contact number.
- If staff need to use their own phone as a camera on excursions and trips, they will download the images immediately and delete all images off their phone in accordance to the school's photography and filming policy. It is preferable for staff to use school ICT equipment to take photos.
- Staff will not attend to personal business on their mobile phones when they are responsible for the supervision of children.
- Staff will remain in contact with the school at all times when on excursions.
- Staff will be kept informed of Department of Education and Training information relating to health effects of using mobile phones.
- The school will inform students and parents that mobile phones are used at their owners' risk.

#### **Students:**

- Students are not to use the school's mobile phones without permission directly from the teacher in charge.
- Students will not to bring personal mobile phones to school unless permission from the principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone.
- The mobile phone permission form will be completed and signed by parent/principal and stored in the office.
- Mobile phone cameras (still and video) must not be used:
  - in banned spaces for example changing rooms, toilets, gyms and swimming pools
  - to film people and their activities without their knowledge or permission
- Mobile phones must not be used to send inappropriate e.g. harassing, threatening, sexually explicit, discriminating messages/communication/content.
- The Principal has the right to confiscate a mobile phone if a student breaches the protocols.

<b>Date Implemented</b>	2008
<b>Author</b>	
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	<b>December 2017</b>
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	<b>December 2020</b>
<b>References</b>	<a href="http://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx</a>

**Evaluation:**

To be reviewed as part of the school's three year review process or more often if necessary due to changes in regulations or circumstances.



Dear Principal,

**re: MOBILE PHONE USE AT SCHOOL**

I am writing to inform you, as parent/guardian of \_\_\_\_\_ (child's full name),  
in Grade \_\_\_\_\_, that he/she will require a mobile phone for the purpose of:

*(please state reasons for bringing mobile phone to school - health, safety or personal reasons)*

**I acknowledge that:**

- The mobile device will be brought to school at the owner's risk, and therefore any damage or loss will not be the responsibility of the school or teachers.
- The mobile device will not be used during the school times of 9:00am - 3:30pm, and that it will remain in my child's school bag until it is required to be used for the appropriate purposes listed above.
- Mobile phone cameras (still and video) must not be used:
  - in banned spaces, for example: changing rooms, toilets, gyms and swimming pools;
  - to film people and their activities without their knowledge or permission;
- Mobile phones must not be used to send inappropriate e.g. harassing, threatening sexually explicit, discriminating messages/communication/content.
- The device must not come to school with content that breaches the Bell PS Student ICT Acceptable Use Policy (AUP)

Parent/Guardian signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_