



Students:

Rowellyn Park Primary School recognises that there may be genuine needs for some students to have a mobile phone at school (for example, to arrange transport or for safety reasons after school hours). However, students are discouraged from bringing mobile phones to school.

If students need to contact their parents/guardians during the school day for emergencies or other important reasons, they can contact them via the *General Office*. If parents need to make contact with their child during the school day, they can ring the *School Office* and a message will be relayed as soon as possible.

If it is determined that a mobile phone is needed at school on any particular day, students are to "check-in" the mobile phone with the *General Office* at the start of the day. The mobile phone needs to be: (1) switched off; and (2) labelled with the student's name for ease of identification purposes. Phones will then be stored in a secure environment for the remainder of the school day. Students are only able to collect their phone at the end of the school day or if they are being dismissed early from school.

Please Note:

- If a student needs a mobile phone on a regular basis, then a written note of explanation signed by the parent should be given to the Principal for consideration.
- Students are prohibited to use mobile phones during excursions, camps, sporting events or other associated school activities. Arrangements will be in place for communication with staff members in the case of an emergency.

Mobile phones should always be stored at the general office, our aim being to provide a level of security for the mobile phones brought to school by students. However, it must be stressed that the school is not theft proof and that there may be times that the office is unsupervised for a variety of reasons. Therefore, parents should ensure that mobile phones are properly and adequately insured as personal property as no liability will be accepted by the school in the event of the loss, theft or damage of any phone brought into the school.

Non-observance or breaches of these rules may result in the mobile phone privileges being restricted or withdrawn.

Breaches of the mobile phone policy will be dealt with via the *School's Behaviour Management Policy*.

Staff and School Visitors:

Rationale:

Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

School Owned Mobile Phones:

- The school will purchase and maintain enough mobile phones and service contracts to satisfy its needs.
- Teachers in charge of all excursions and camps involving students must ensure the school's mobile phones accompany each trip.

Privately Owned Mobile Phones:

- Mobile phones should not be used in any manner that is disruptive to the normal routines of the school or to other people (this includes the sending and receiving of text messages or pictures).
- It is inappropriate for mobile phones to be switched on or used during lesson times or whilst the teacher is on supervision duty.
- Mobile phones should not be used in any manner or place that is disruptive to the normal running of a school and it is important that mobile phone users display courtesy, consideration and respect for other whenever they are using a mobile phone within the school environment.

Staff and visitors to the school should ensure that their mobile phone is properly and adequately insured as personal property as the school will not take any responsibility for theft or loss whilst the phone is in the school. The school will not be held accountable for theft or loss of private property.