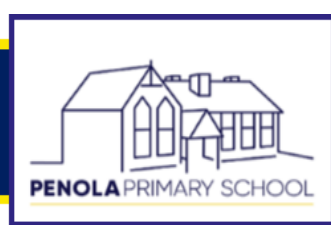


Penola Primary School

Mobile Phone and Smart Device¹



Communication between students and people outside of the school is possible using a variety of methods. Our aim is to ensure that communications are legitimate, appropriate and do not interrupt the good order of the school and students' learning time.

Although we recognise that some students require a phone or smart devices after school hours for safety and communication reasons, we encourage students to leave mobile phones at home, unless absolutely necessary.

If your child needs a mobile phone or smart device at school he/she must keep it in his/her bag and turned off at all times. Each student is responsible for his/her device, its use, abuse, loss or damage.

If a child repeatedly brings a mobile phone or smart device to school and uses it during school time, or in any way not supported by this policy, the device will be confiscated and may be collected from the front office by the parent or caregiver.

Mobile phones and smart devices are not to be used during school times. This includes school camps and excursions. All calls placed by students during school hours are to be made via the front office or, when on camps and excursions, the school mobile phone. Calls from families or carers to children can be made to the front office and messages will be passed on. The use of other smart devices on camps and excursions will be determined by the teacher in charge.

Mobile phones and smart devices must not be used as cameras at school by students. Digital cameras are provided for each class or teaching team. Parents who wish to take photos of their children at school events can do so for their own personal use. Photos of students **are not to be posted on the internet** without permission from the student's parents/caregivers; this includes social networking sites like *Facebook*.

Staff members are not to use mobile phones in lesson time and all phones are to be switched off or on silent mode during these periods except in an emergency or as arranged with Principal.

While the school does not endorse the purchase of mobile phones for children, we encourage parents to be thorough in their research before purchasing a phone for a child. The Australian Communications and Media Authority (www.acma.gov.au) has a downloadable guide which includes questions to ask the service provider. The internet can be accessed on most mobile phones, which brings a world of opportunities in terms of communication, interaction and entertainment, but there are certain potential risks to children posed via the internet. These risks include accessing adult content and "stranger danger" contact in chat services.

SUMMARY

1. We encourage students to **leave mobile phones and smart devices at home**.
2. Mobile phones and smart devices are to be **turned off and left in bags until the student leaves the school grounds after 3:15pm**.
3. **The school is not responsible** for mobile phones and smart devices brought to school.
4. Mobile phones are **not to be used at school nor on school camps and excursions**.
5. Mobile phones and smart devices are not to be used as **cameras** by students.
6. Calls to and from family must go through the **front office**.
7. Staff members are not to use mobile phones **in lesson time** unless there is an emergency or for the purpose of taking photos/See Saw.
8. Staff mobile phones are to be **on silent**, except in emergencies or prior arrangement with leadership.

1. *For the purposes of this policy, a smart device is defined as a phone, watch, music player or similar. This is not just restricted to those that can take photographs or record sound and vision.*

