



# WARRADALE PRIMARY SCHOOL

## MOBILE TELEPHONE & INTERACTIVE DIGITAL DEVICE POLICY

The following policy applies to all school personnel, visitors, volunteers and contractors and is based on a set of values shared by teaching staff and the Governing Council.

### Rationale

Ownership of digital devices such as Ipods, cameras, games and mobile phones is now the norm rather than the exception for many of our families. Use of these devices can impact upon our core business of teaching and learning needs, which needs to be conducted in an environment free from unnecessary distraction or disruption. The presence of these devices causes other difficulties for our school as they:

- ❖ Impinge on social interactions
- ❖ Enable unsolicited and unwanted photographs of students or staff
- ❖ Are expensive and can be damaged or stolen and
- ❖ Can be used inappropriately to embarrass or harass other students

With these concerns in mind the following expectations have been developed and approved by Governing Council.

### Expectations

#### Students

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- ❖ No digital devices (including phones) are to be brought into the school.
- ❖ If a mobile phone is required for safety or organisational reasons, a written request must be submitted by parents to the Principal explaining the need for their child to be exempted from this policy.
- ❖ If exempted, students are not to have mobile phones in their possession during school hours. The phone needs to be handed to the school office staff at the beginning of the day and collected by the students at the end of the day.

If parents need to urgently contact a student they should follow normal procedure and contact the school who will then contact and support the student as necessary.

If these procedures have not been followed, the phone will be confiscated from the student and the parent will be asked to collect it from the school office.

Please note that the school will not be involved in disputes and/or investigations over damage, loss or theft to any digital device.

#### Staff

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- ❖ Personal mobile telephones are brought to school at the owner's risk. Neither the school nor DECS can accept responsibility for any loss or damage.
- ❖ Personal mobile phones are to be switched off in class and during scheduled school meetings.
- ❖ Teaching and support staff have access to school mobile phones when required for excursions and camps.

#### Parents, visitors and contractors

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All users are to switch their phones to mute or discrete when in public areas, including meetings, interviews, assemblies and classrooms.

All parents and visitors are to take and make mobile calls outside teaching and learning areas.

#### Exemptions

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Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances.

This policy is due for review 12 months from the date of issue.

Approved by Governing Council 2008 Review date: 2011
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