



VIEWBANK PRIMARY SCHOOL
Love of learning, learning for Life
MOBILE PHONE POLICY

RATIONALE

1.1 Mobile Phones are beneficial 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.

PURPOSE

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

GUIDELINES

School Phones:

- 3.1 Teachers using their personal phone for school use will be reimbursed.
- 3.2 The school will purchase and maintain a sufficient number of mobile telephones and service contracts to satisfy its needs.
- 3.3 Teachers in charge of all excursions and trips involving students must ensure the school mobile phones or similar appropriate communication devices accompany a teacher on each trip and are switched on at all times.
- 3.4 Staff using school mobile phones are required to sign for them in the Borrowing Register.
- 3.5 Students are not to use the school's mobile phones without permission directly from the Teacher in Charge.
- 3.6 Teachers using school mobile phones must be familiar with the correct usage of the phone including unlocking through pin numbers.
- 3.7 Staff will be kept informed regarding Department of Education and Training information relating to the health effects of using mobile phones.

Personal Phones: Staff/Students:

- 3.8 Students are able to bring personal mobile phones to school with permission in written form by parents. (see attached proforma)
- 3.9 The school accepts no responsibility whatsoever for mobile phones whilst in the custodianship of students at school or whilst undertaking any school activity.
- 3.10 Teachers/students should have their mobile phones switched off and out of sight during classes.
- 3.11 The Department of Education and Training does not hold insurance for personal property brought to school. It will generally not pay for any loss or damage to such property brought to school. It will generally not pay for any loss or damage to such property.
- 3.12 Students are discouraged from bringing mobile phones to school as they are considered valuable items.

IMPLEMENTATION

- 4.1 Students are required to mark their mobile phone clearly with their names.

4.2 Students' mobile phones must be switched off and remain in the class teacher's possession or can be kept in the school office.

4.3 Students misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the Principal and appropriate action will be implemented.

4.4 Students are advised to use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

4.5 The principal may revoke a student's permission to bring a mobile phone to school

4.6 Parents who wish to contact students will be able to do so via the school office during school hours.

4.7 Students who bring a mobile phone to school without formal approval will have their mobile phones stored at the office until collected by a parent/guardian.

EVALUATION

This policy will be reviewed annually.