

## **MOBILE PHONE & SMART DEVICE POLICY**

### **Rationale:**

*The purpose of this policy is to ensure that mobile phone and smart device usage does not disrupt the learning environment. The policy seeks to clarify the responsibilities of staff and students with regard to mobile phones and smart devices.*

St Lawrence Primary School aims to provide a happy, safe and stimulating learning environment for all students. The school understands that there are times when possession of a mobile phone, smart watch or other electronic device can provide a sense of safety and security while travelling to and from school. However, mobile phones and devices are unnecessary during school hours. There are also concerns about the misuse of mobile phones and devices in the school environment e.g. bullying, interruptions in class, distraction and inappropriate photography.

### **Aim:**

This policy aims to:

- provide a happy, safe and stimulating learning environment for all students.
- ensure mobile phone and smart device usage does not disrupt the learning environment.
- clarify the responsibilities of staff and students with regard to mobile phones and smart devices.

### **Implementation**

If a mobile phone is required for the reasons of safety for travelling to and from school:

- the child will be required to deliver the phone and/or smart device to the School Office on arrival for safe keeping until the end of the school day;
- Parents and students are advised that in bringing mobile phones and smart devices to school, they are doing so at their own risk, and must comply with this policy and the Mobile Phone Code of Practice (see over).
- Mobile phones and smart devices are not to be taken on excursions and school camps.

If parents need to pass on important messages to their child throughout the day, this can be done by phoning the School Office and requesting that a message be given to their child.

Students found in possession of a mobile phone during school hours will have the phone confiscated and returned to the parent.

The student may also be subject to disciplinary action.

**Evaluation:** This policy will be reviewed in accordance with the School Improvement Plan

## MOBILE PHONE CODE OF PRACTICE

I agree to abide by the following rules when I bring my mobile phone to school:

1. When I bring my mobile phone to school I will turn it off and hand it to the office staff before the start of school each morning. The mobile phone will be safely stored and returned to me at the end of the day.
2. I will not have access to my mobile phone during school hours and any phone calls that need to be made are to be made through the School Office. If anyone needs to contact me during the school day they are to phone the School Office and leave a message.

Outside of school hours of 8:45am to 3.15pm, while I am on school property I understand that the following rules apply:

- I do not give out the personal details of another person.
- I do not give out phone numbers without the permission of the person or people concerned.
- I only send SMS/picture/video/voice messages or make phone calls that use appropriate language.
- I always have a person's permission when taking a photograph or making video or voice recordings.
- I do not send any type of message or make phone calls that are unpleasant or that are meant to frighten or upset another person.
- I report to a teacher or my parent or guardian any SMS/picture/video messages or phone calls that are unpleasant or make me feel uncomfortable in any way.
- I understand that breeches of the mobile phone code of practice may result in my being forbidden from bringing my phone to school.

### Student/Parent Mobile Phone Usage Agreement

I \_\_\_\_\_  
agree to abide by the School's mobile phone code of practice. I understand that if I breach any of these rules I may lose the right to bring a mobile phone to school.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_