Related Policies
nil

Purpose
This policy provides direction for staff, parents and children on the acceptable use of mobile phones and other electronic devices in the school.

Policy
All children and staff members bringing a mobile phone or other electronic device to school must comply with the following directions.

Definitions
Mobile phones are communication devices capable of sending and receiving voice and text messages.

Electronic devices are those that are battery powered and of considerable value.

Procedures

Staff Members
- Mobile phones may not be used for communication or entertainment by staff members during teaching time in the classroom or while on playground duty.
- Permission to carry and use a mobile phone for special circumstances can be arranged with the principal.

Children
- Parents must give written permission for children to bring a mobile phone to school.
- Mobile phones may be taken to the front office for safe keeping with the child’s name on the phone.
- Mobile phones and electronic devices may be stored in the child’s bag but must be turned off.
- Mobile phones and other devices are not to be used during school hours for text messages, entertainment or conversations.
- The school will not take responsibility for stolen, lost or damaged phones or other devices left in children’s school bags.
- If the rules are broken the device will be confiscated and parents asked to collect it from the school.
References
nil

Forms
Parent Information and Permission

Approved by: 
Issuing Group: 
Implementation Date: 
Supersedes Policy Dated: 
Revision Date: 
CEO Contact Officer:  <<Position name>>
Purpose
This policy provides direction for staff, parents and children on the acceptable use of mobile phones in the school.

Policy
All children and staff members bringing a mobile phone to school must comply with the following directions.

Definitions
Mobile phones are communication devices capable of sending and receiving voice and text messages.

Procedures
Staff Members
- Mobile phones may not be used for communication by staff members during teaching time in the classroom or while on playground duty.
- Mobile phones must be turned off or switched to silent during the day.
- For special emergencies staff has permission to use a mobile phone.

Children
- Parents must give written permission for children to bring a mobile phone to school.
- Mobile phones may be taken to the front office for safe keeping with the child’s name on the phone.
- Mobile phones may be stored in the child’s bag and must be turned off.
- Mobile phones are not to be used during school hours for text messages, games or conversations.
- The school will not take responsibility for stolen, lost or damaged phones left in children’s school bags.
- If the rules are broken the phone will be confiscated and parents asked to collect the phone from the school.

Permission Note
Having read and accepted the above procedures, I give permission for my child __________________________________________ to take a mobile phone to school for the following reasons ________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

Parent’s signature ___________________________ Date ______________________