



# St Columba's School Bayswater

Grow in Faith    Seek Wisdom    Live in Peace

## Mobile Phone and Electronics Policy

### VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

Art Lombardi                      19 January 2018

Document Title: Mobile and Electronics Policy				
Approved By	AL	Reviewed	2018	Printed copies of this document are not controlled.
Originally Released	2005	Next Review Date	April 2019	

***This policy applies to all school personnel, students, parents, visitors, volunteers and contractors.***

## **RATIONALE**

The use of telecommunications technology has now become the norm rather than the exception for many of our families. Students, parents and teachers are accessing this facility in increasing numbers. As an educational institution, our fundamental purpose is the provision of teaching and learning programs and as such this needs to be conducted in an environment free from unnecessary distraction or disruption. **Therefore, the school discourages the bringing of mobile telephones and other electronic devices e.g. ipods, DS's etc to school by students but we accept there are times when it might be deemed by staff to be important.** We are therefore, prepared to allow them on the premises only within the parameters of this policy.

## **EXCEPTIONS**

### **STUDENTS**

- A written request/notification is submitted by parents to the Principal explaining the need for the mobile to be at school.
- Mobile telephones are brought to school entirely at the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft.
- 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.
- The use of mobile phones to send and receive inappropriate material may result in suspension from school.
- Parents are not to contact students by mobile phone. 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.

## **STAFF**

- Personal mobile telephones are brought to school at the owner's risk. The school does not accept responsibility for any loss or damage nor for investigating such.
- Personal mobile phones are to be switched to 'silent' in class and during scheduled school meetings.
- Personal mobile phones are permitted to be carried on duty and excursions in case of emergency, but should be on 'silent'. Staff should not be conducting personal business on the phone during school time.

## **PARENTS, VISITORS AND CONTRACTORS**

- All users are to switch their phones to mute or discrete when in public areas, including meetings, interviews and classrooms.
- All parents and visitors are to take and make mobile calls outside teaching and learning areas.
- Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances.