

# MOBILE PHONES & ELECTRONIC DEVICES POLICY



**GLENDALE**  
PRIMARY SCHOOL  
INDEPENDENT PUBLIC SCHOOL

**A learning community giving VOICE to all**

Endorsed by the School Board 23 May 2022

## **RATIONALE**

The purpose of this document is to ensure that the use of all personal mobile phones, cameras and electronic communication devices, not limited to smart watches and iPads, does not affect teaching, learning and the good management of the school. The following statements are applicable to all members of the school community whilst they are on campus. This is in line with the Department of Education Policy Statement that it does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

## **GUIDELINES**

1. Students are not permitted to have mobile phones, cameras, or devices with communication capabilities at school unless for medical or teacher directed educational purposes.
2. If there is a compelling reason for a student to have access to a personal mobile phone or communication device, an application for an exemption must be negotiated directly with the principal by the parents or carers.
3. If brought to school, any student's mobile phone or electronic device will need to be stored at the front office.
4. Once on school grounds, students must not use their device to make or receive calls or messages, and must not show images or messages to other students.
5. It is advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones.
6. Students with a mobile phone or electronic device without exemption, will be given the opportunity to comply with this policy to hand their phone or electronic device to the office for safe keeping. If the student refuses, the consequence will be for the phone or electronic device to be confiscated and they will enter the appropriate behaviour management stage.
7. Under no circumstances will the school accept responsibility for the loss, theft or damage to a student's mobile phone or electronic device.
8. Students are not permitted to take photographs or video using a personal device on school premises.
9. All communication required between parents, carers and students during school hours, will be facilitated via the school's administration or teaching staff.
10. Parents, carers, visitors, staff and students are not permitted to record images of students, who are not in their care, to upload to the internet without explicit permission from the principal.

## **BENEFITS FOR STUDENTS AND STAFF**

- Reduce the potential for learning distraction.
- Protect the privacy of staff and students.
- Improve health and well-being of students.
- Reduce the opportunities for misuse during school hours.

## **SCHOOL STAFF GUIDELINES**

- Mobile phones and electronic communication devices which are personal items may be used as a teaching tool, such as a timer, for photos or to record a lesson.
- Mobile phones and electronic devices should not be left on desks in full view of others.
- Mobile phones and electronic devices should not be turned on to receive or send calls or text messages during instruction time or at meetings.