



## Mobile Phone and Related Electronic Device Policy

The following policy applies to all Morgan Primary students, staff, parents, visitors, volunteers and contractors and is based on a set of values shared by teaching staff and the Governing Council.

### Rationale

The use of telecommunication 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. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption therefore the school discourages students bringing mobile phones / electronic devices to school. We accept there are times when it might be deemed necessary by parents that a student brings a mobile phone / electronic device to school however, the student must operate in accord with this policy.

### Expectations

#### **Students**

- ◆ A written request must be submitted by parents to the Principal explaining the need for a mobile phone / device to be at school. The phone / device should not be brought to school until the application is approved by the Principal.
- ◆ Mobile phones / electronic devices are brought to school at the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft regardless of the circumstances.
- ◆ Students who have not been granted approval are not to have mobile phones / devices in their possession during school hours, unless a note has been sent from parent/carer with reason why.
- ◆ The phone / device needs to be handed into the front office at the beginning of the day and collected by the student at the end of the day. Phones / devices are to remain turned off until the student is off school grounds.

If these procedures have not been followed:

- ◆ The phone / device will be confiscated from the student and the parent will be asked to collect it from the school office
- ◆ If this policy is breached normal School Behaviour Management consequences will apply.

If parents need to urgently contact their child they should follow normal procedures and contact the school on 85402102. Staff will then contact and support the student as necessary.

#### **Staff**

- ◆ Personal mobile phones / devices are brought to school at the owner's risk. Neither the school or DfE can accept responsibility for any loss or damage nor for investigating such.
- ◆ Personal mobile phones / devices are to be switched to mute or discreet in class learning time or in scheduled school meetings. Private calls are not to be taken or made in teaching time, on yard duty or during school meetings.
- ◆ Staff will have access to school mobile phones when required for excursions or camps.

#### **Parents, visitors and contractors**

- ◆ All users are to switch their phones to mute or discreet when in classrooms, public areas, including meetings and interviews.
- ◆ All parents and visitors are to take and make mobile calls outside teaching and learning areas.
- ◆ All parents and visitors are not to take photos at school events of any child other than their own.

#### **Cameras in phones / devices are not to be operated on the school grounds without the permission of the Principal.**

Students found using a phone / device camera will have the phone confiscated for return to a parent.

Exceptions from this policy may only be approved by the Principal and then only in exceptional circumstances.