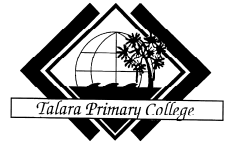


Talara Primary College

Policy: Mobile Phones



Purpose

The purpose of this policy is:

- to provide guidelines to all mobile phone users on school premises to ensure that children's learning is not interrupted.
- To ensure the safety of children and phones.

Consultation

This policy was drafted by the 2005 Management Team of staff members.

It was endorsed by the whole staff on 27th April, 2005 and endorsed by P&C on 10th May, 2005

Policy Coverage

This policy covers ...

- Students and mobile phones
- Teachers and mobile phones
- Parents in school grounds and mobile phones

With reference to Prospectus Section 9, H6

"Valuable, toys and sporting equipment are not to be brought to school", it is recognised that a mobile phone may provide safety in travel to and from school.

This policy is in keeping with most other schools and many workplace policies. It also maintains the fundamental principle of this school that 'Curriculum is the Master'.

Policy:

Students and Mobile Phones

It is assumed that any child bringing a mobile phone to school needs it for safety in travelling to and from home but not during the school day.

Therefore:

- *Phones are to be delivered, turned to off, to the office on arrival at school where they are checked in via a register [see appendix 1].*
- *They are to be collected and signed out at the end of the school day.*
- *No student mobile phones are permitted to camp or on excursion as the children are in the direct care of the teachers.*

Staff and Mobile Phones

It is expected that staff will only make personal calls at break times.

Staff are reminded of phone etiquette to ensure that staff meetings and P.D. sessions are not interrupted by incoming calls.

The recommended process is that phones are put on silent and checked at lunch times for 'missed calls' at which time outgoing calls can be made.

Relief teachers are asked to have their phones on minimum sound and only accept calls from numbers they know are schools seeking them for future work. It is expected that these calls are kept to a minimum duration.

Incoming emergency calls or other extenuating circumstances – these calls should be placed through the office (school number) so that cover for a class can be arranged if necessary. Emergency calls will be relayed immediately.

NB. Exceptions – The following people are constantly on the move and do not have ready access to the phone system. For safety and availability they will carry a mobile phone that is turned on:

- Principal*
- Groundsman*
- Physical Education teacher*
- Technology Co-ordinator*
- Teachers and Teacher Aide supporting high level needs students*
- Teachers on excursions*

Parents in School Grounds and Mobile Phones

We appreciate the support that parents give by helping in classrooms and attending parades and other functions. We know that parents are concerned that student's learning is not interrupted.

Therefore it is requested that parents have mobile phones turned to silent or while in school grounds, allowing incoming calls to be recorded as 'missed calls', and returning the calls at an appropriate time such as the end of a small group session.