

HEANY PARK PRIMARY SCHOOL

MOBILE PHONE POLICY

PURPOSE

To provide guidelines on the acceptable use of mobile phones by students, staff and volunteers.

OBJECTIVES

- To ensure that school mobile phones are properly maintained and available for use by staff for designated school activities.
- To define parameters for the use of mobile phones by students.
- To provide guidelines on the use of school mobile phones which are in keeping with the Privacy regulations outlined in the 'Acceptable Use Policy for DET Information Communications and Technology (ICT) Systems' (<http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm>)

GUIDELINES FOR IMPLEMENTATION

- School mobile phones will be available for use by staff for designated school activities.
- School mobile phones will be stored in the general office.
- Staff in charge of camps or excursions:
 - must take a mobile phone and charger.
 - may nominate one or more private mobile phone numbers to be used as a backup contact(s).
- Where more than one bus is involved, a mobile phone must be taken by the supervising teacher on each bus.
- Staff requiring school mobile phones are responsible for ensuring that phones are fully charged prior to use.
- Staff are responsible for returning school mobile phones immediately after use.
- Parents/caregivers attending camp or excursions must abide by the HPPS Confidentiality Agreement. (*Refer to Camp Policy: Appendix 8*)
- A interschool phone will be included in staff yard duty packs, for emergency purposes.
- School mobile phones are not to be used for private calls except in emergencies.
- Personal mobile phones should not be used during school instruction time, and staff and volunteers are encouraged to turn off their mobile phones during this time.
- Mobile phones brought to school, school excursions and camps by volunteers are not to be used by students.
- Mobile phone cameras (still and video) are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- Students' mobile phones must be deposited at the office immediately upon students' arrival at school and collected just prior to exiting the school grounds.
- Students' mobile phones must not be taken to any classes, meetings, assemblies, excursions or camps.
- The school does not accept responsibility for lost, stolen or damaged personal mobile phones.
- The Department of Education and Training, (DET), does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.
- Staff will be kept informed of DET information relating to the health effects of using mobile phones.

EVALUATION

Evaluation of this policy will be carried out by the Leadership Committee as part of the Education and Policy Committee's cyclic review process, in three years time, or beforehand if a significant issue arises.

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Signed

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