



# THE GRANGE PUBLIC SCHOOL

BENHAM ROAD  
MINTO NSW 2566

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## Mobile Phone Policy

*Implemented Term 2 2019*

### **Rationale**

This policy outlines the appropriate use of mobile phones on our school site. The staff of The Grange Public School recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school *strongly discourages* students bringing their phones to school. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below. Staff also acknowledge that they need to use their mobile phones in a professional, responsible manner, as stated below and as per the code of conduct.

### **Purpose**

The purpose of this policy is to ensure that:

- mobile phone use does not disrupt the teaching and learning environment for any student or teacher
- potential risks to student safety and well-being posed by inappropriate use of mobile phones can be identified and addressed
- students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones.

### **Responsibility**

- The Grange PS strongly discourages students from bringing mobile phones to school. However, in the instance where parents feel it is necessary for their child to have a phone in their possession at school, it is the responsibility of the student to abide by the appropriate use guidelines outlined in this document.
- The decision to provide a mobile phone to their children may be made by parents or guardians who must also be aware that their child is bringing a mobile phone to school.
- It is the responsibility of all staff, students and parents to comply with the appropriate use of mobile phones guidelines as outlined in this document and Department of Education and Training (DET) policy.
- The school accepts no responsibility for lost, stolen or damaged phones. This includes when students are travelling to and from school.

### **Guidelines for Students**

- If it is necessary for your child to bring a phone to school for the above reason, **they must hand the phone into the front office on arrival at school and collect it from the front office at the end of the day.** The phone will be signed in and out by the student. It will be locked away for safe keeping for the duration of the day. It is the responsibility of the student to collect their phone from the office at the end of the school day.
- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressing for a primary age child.
- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds, the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a student needs to have a phone in their possession or use a mobile phone during the school day except for certain exceptional circumstances such as a medical condition. This will need to be prearranged through the office.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- If students do bring their mobile phone to school it should be clearly marked with their name.
- Students are not permitted to bring mobile phones on school excursions and overnight camps except for exceptional circumstances such as a medical condition. This will need to be prearranged through the office. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact parents, this will be organised by supervising staff.

### **Guidelines for Staff**

- During teaching time, while on playground duty and during meetings, mobile phones will be put on 'silent' mode.
- Except in urgent or exceptional situations, taking phonecalls and texting is not permitted during teaching time, while on playground duty and during meetings. Phones may be used for educational purposes.

### **Parents and Community Members**

- At all official school functions, during meetings or when assisting in classrooms mobile phones should be switched off or put on 'silent'.

### **Sanctions**

In line with our Student Welfare Policy, for students who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to student or parent at the end of the day)
- Communication with parents/guardians regarding mobile phone use at school
- A student being banned from bringing a mobile phone onto the school grounds.
- Disciplinary action which is in line with school procedures and DET suspension and expulsion procedures.

### **Unacceptable Use of Mobile Phones**

Using mobile phones in an inappropriate manner is unacceptable and will not be tolerated. Inappropriate uses of mobile phones include but are not limited to:

- Using a mobile phone without consent from an executive member of staff, whilst on school grounds
- Making calls or sending messages with the intent to bully, harass or threaten another person
- Using mobile phones to take photographs of other people without their consent. This is also extended to students travelling to and from school
- Using obscene, derogatory or socially unacceptable language while using a mobile phone
- Using mobile phones to receive download and display inappropriate photographs or other material. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

### **Related Technology**

- Related technology such as portable computer games, iPods and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of mobile phones will apply to these devices.

### **Exemptions**

- Exemptions of this policy can only be approved by the Principal and only in exceptional circumstances.

### **Implementation of this Policy**

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the newsletter, at P&C meetings and the policy will be posted on the school's website.
- The policy will be made clear to all students and their parents seeking enrolment at The Grange PS.

### **Ratification and Review**

- This policy was developed by The Grange PS school staff and community in Term 2 – 2019.
  - It will be reviewed when deemed necessary by the school Principal and executive.
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### **PARENTAL ACKNOWLEDGEMENT MOBILE PHONE POLICY**

- I have read The Grange Public School Mobile Phone Policy about the appropriate use of mobile phones and discussed the guidelines and procedures with my child.
- I agree to support school policy with regards to mobile phone use and agree to support school decisions and actions regarding mobile phones.
- I understand that this form will be kept on file and details may be used to assist in identifying a phone should the need arise.

### **STUDENT AND PARENT AGREEMENT**

I wish to apply (for the student named below), to bring a mobile phone to school.

- ☐ He/ She agrees to use it responsibly at all times.
- ☐ He/She agrees to keep it turned off during school hours and will sign it in and out of the school office.
- ☐ He/She accepts full responsibility for its care.

***I UNDERSTAND THAT ANY VIOLATION OF THESE CONDITIONS WILL RESULT*** in Disciplinary action which is in line with The Grange Public school procedures and DET suspension and expulsion procedures.

Child's Name (print): \_\_\_\_\_ Child Signature: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_