

# Mobile Phone and Electronic Devices Policy

## Overview

Mobile phones and other electronic devices can create a range of hazards when brought to school. They are valuable items that can easily be lost, stolen or damaged in the school environment. Using phones and other electronic devices inappropriately to bully, intimidate or harass people can have serious consequences including police involvement. Mobile phone and electronic device usage in schools not only disrupts learning for the phone user but also for fellow students.

## Policy

Kamaroi School has established a mobile phone and electronic devices policy for mobile phones and other electronic devices that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.

Kamaroi Rudolf Steiner School acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at school must be balanced with the responsibility to use it appropriately.

Kamaroi accepts that parents give their children mobile phones as there is an ever-increasing concern about children travelling alone on public transport or commuting long distances to school. This will be the only reason permitted for a child having a mobile phone at school. Children are discouraged from bringing other electronic devices to school with the exception of devices used for students with disabilities.

Children who have mobile phones or electronic devices will be asked to drop their phones off at the office where they will be locked away for the day and returned at the completion of the school day

- The decision to provide a mobile phone to their children should be made by parents or guardians.
- Parents must fill out a request [Mobile Phones and Electronic Devices Request Form](#) at the beginning of each year for their child to have a mobile at school, and both parents and child where age appropriate will sign an agreement form.
- Mobile phones and other electronic devices **must be handed to the front office each during the school day** with the exception of devices used for students with disabilities.
- Students must sign and return a [Mobile Phones and Electronic Devices Request Form](#) before they are permitted to bring their mobile phones or any other device to school.
- It is the responsibility of students who bring mobile phones and other electronic devices onto school premises to adhere to the guidelines outlined in this document.
- Students are not permitted to use their mobile phones at all during the day. Any mobile phone or other device being used during the day without permission will be confiscated.
- Mobile phones and other devices are brought to school at the owner's own risk. All phone/devices will be locked away for the duration of the school day. No liability will be accepted by the school in the event of loss, theft or damage of the phone or device;
- Students are required to mark/label their mobile or electronic device phone clearly with their name. Mobile phones and other electronic devices which are found in the school and whose owner cannot be located should be handed to office.
- The mobile phone and electronic devices policy applies to students while travelling to and from school on the bus, during school excursions, camps and extra-curricular activities.
- Mobile phones must only be used by students before or after school, while travelling to and from school on the bus.
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues);
- Mobile phones must not be used inappropriately. Refer to our [Bullying Prevention and Intervention](#), [Cyber Safety](#) and [Information and Communication Technology Policies](#); available from the office.
- Phone cameras are not to be used within the school grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;

- Students should never photograph or record any person without their express permission;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- Parents are to be informed that in cases of emergency, the school remains the appropriate point of contact to reach their child quickly.

### **Staff Responsibility**

- Model appropriate behaviour at all times;
- Ensure all students/parents are provided with Mobile Phones and Electronic Devices Forms, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- Be vigilant in monitoring students when/if using mobile phones/devices;
- Ensure mobile phones are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.

### **Implementation**

This policy is implemented through a combination of:

- Staff training;
- Student Mobile Phone and Electronic Device Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

For more information on the Mobile Phone and Electronic Devices Policy please contact the School Office.