

CONTEXT/BELIEF STATEMENT

Definition – mobile phones (includes phones worn on wrists); Electronic Devices such as iPads, video cameras

The increased ownership of mobile phones requires that school administrator, teachers, students and parents take steps to ensure that mobile phones are used responsibly.

Prospect Primary School is committed to providing an environment for all students in regards to the use of mobile phones and electronic devices. The Mobile Phone Policy is designed to ensure that appropriate guidelines are set for the use of mobile phones and potential issues can be clearly identified and addressed.

Prospect Primary School accepts that parents give their children mobile phones as important communication tools and are used to protect them from everyday risks involving personal security and safety whilst travelling alone or walking to and from school.

Teaching and learning are our core business and for this reason, mobile phones will not be used from 8:30am-3:10pm.

Student's Responsibilities

Students will:

- Turn their mobile phone off once they enter the school grounds.
- Not have a mobile phone or electronic device in their possession during school hours.
- Ensure mobile phones are switched off during school hours 8.30am – 3.10pm. Phones are not to be used on school grounds. Phones are to be given to the teacher and placed in a locked cupboard.
- Phones are not to be kept in school bags.
- Students are not to take personal mobile phones or electronic devices on camps or excursions.

Student phones are NOT to be taken into the yard at any break time.

- Unless permission is granted to the contrary by the Principal, mobile devices will not be used during school time.
- Students are not to bring any electronic devices such as iPods, iPads, electronic games to school unless given specific permission from their teacher e.g.. a special end of term "Electronics Day".
- In the event that a student's device has internet access, the school/staff will not bear any responsibility for any network data charges.
- The Department for Education Cyber-safety Use Agreement applies to the use of a 4G network, whilst on site, and consequences will apply for any breaches.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones if students do not hand in their phone to the class teacher.



Parent and Visitors Responsibilities

Parents and visitors will:

- Ensure to switch their phones to mute or discreet when in public area, including meetings, interviews and in classrooms
- Take and make mobile calls outside teaching and learning areas.
- Call the Front Office Administration as the first point of contact, (phone 83445696) to pass on a message to their child and in cases of emergency. Similarly, students will be able to use a school phone in emergency situations.
- Not take photos or videos on their mobile phone or other electronic devices of any student, other than their own child, during school hours, which includes assemblies, excursions and camps. Permission from the parent would need to be obtained if an image includes another student. Awareness of this needs to be taken into account when uploading and / or sharing images on social media or the internet. The school will provide cameras for incursions/ excursions and camps. Some parents have requested that their child not be photographed in any circumstance. Parents may take photos of their own children at the end of an assembly or event when away from other students.

Staff Responsibilities

Staff will:

- Ensure that mobile phones are switched off or turned to silent in professional meetings.
- Ensure personal phone calls are not taken or made whilst they have duty of care for students – in the classroom, on yard duty or whilst supervising any activity on or off school grounds.
- Communicate with Leadership if there is an exceptional reason they may need to access their phone during professional meetings or whilst they have duty of care of students.
- Ensure that photos will not be taken of students on their mobile devices; however, they may take photos of the student's learning to be displayed in the class or to be placed in a student's digital portfolio. Any photo of a student's learning may not include the face of that student.
- When requested, staff will do their best to ensure there is an opportunity at the end of an assembly or event for parents to take photographs of their own children.

Leadership and staff will access their mobile phones to assist in response to emergencies.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones of staff members.

Should a parent wish to have an exemption from this policy, or part thereof, a written request needs to be made to, and approved by the Principal. A period of time will be stated for which this exemption is warranted.

Misuse of mobile phones or electronic devices at school will be brought to the attention of the Principal for appropriate review of the student's privilege (in case of harassment, please refer to the Prospect Primary School Cyber-Safety Agreement).

If a phone is found in a student's possession during school time, an appropriate consequence will be enforced, and the student will be required to immediately lodge the phone at the Front Office. Parents will be contacted if this is the case. The student will be able to collect the phone at the end of the school day.

