



# Mobile Phone and Electronic Device Policy

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## Related Policies

Information and Communication Technologies Policy  
Professional Code of Conduct

## Purpose

This policy provides direction for staff, parents and children on the acceptable and responsible use of mobile phones and other electronic devices in the school.

## Policy

All children and staff members bringing a mobile phone or other electronic device to school must comply with the following directions.

## Definitions

Mobile phones are communication devices capable of sending and receiving voice and text messages.

Electronic devices are those that are battery powered and of considerable value.

## Procedures

### 1. Staff Members

- 1.1. Mobile phones may not be used for communication or entertainment by staff members during teaching time in the classroom, while on playground duty or at staff meetings.
- 1.2. Permission to carry and use a mobile phone for special circumstances can be arranged with the Principal.

### 2. Children

- 2.1. Mobile phones and other devices such as i-pods must be given to the classroom teacher for safe keeping with the child's name on the item. The items will be kept securely in the classroom and returned to students at the end of the school day.
- 2.2. Mobile phones and other devices are not to be used during school hours for text messages, entertainment or conversations.
- 2.3. The school will not take responsibility for stolen, lost or damaged phones or other devices left in children's school bags.
- 2.4. If the rules are broken the device will be confiscated and parents asked to collect it from the school.

## References

nil

## Forms

nil

**Approved by:** The Principal

**Issuing Group:** St Thomas the Apostle primary School

**Implementation Date:** 2008

**Supersedes Policy Dated:** Nil

**Policy Last Updated:** 2013

**Review Date:** 2017