



MOBILE PHONE & MOBILE DIVICES POLICY

Mobile phones and devices will be used appropriately by students, staff, AE's, parents/caregivers and community at all times

HOW WE WILL DO THIS

Students:

- Student mobile phones/devices must be switched off during lesson times and stored in a secure locked cupboard during school time. They will be returned at the end of the day.
- Teaching and learning must not be disrupted by ringing or beeping, therefore phones are to be put on silent.
- Parents will be reminded that in case of emergency, the *Front Office* is the first point of call.
- Mobile phones must not be used to make calls, SMS's, use the internet or take and send photos. This includes any other applications such as snapchat, Instagram, Tik Tok etc.
- Student phones are not to be taken into the yard at any break time.

***The school does not accept any responsibility for lost, stolen, or damaged phones.
The school will not be involved in disputes over mobile phones or any other devises.***

STAFF PERSONAL DEVICES (TEACHERS, SSO'S AND AE'S)

- Staff mobile phones should be switched to silent during lesson times and stored out of sight.
- Staff mobile phones should be switched off or on silent mode during professional meetings.
- Personal phone calls or messages should not be taken or made while teachers, SSO's or AW's have duty of care for students. This is applicable while in the classroom and on duty supervising any activity.
- Staff to be familiar with and adhere to Protective Practices for Staff in their interactions with children and young people. DECD guidelines)

PARENTS, VOLUNTEERS AND COMMUNITY MEMBERS:

- Adults who are participating in activities, meetings interviews or in learning spaces should have their phones switched to silent to avoid disruptions to learning.





- Photographs taken by community members must not be uploaded to the internet or published in any way, unless permission is sought from the parent or caregiver of the child.
- All parents and visitors are to take and make mobile phone calls outside teaching and learning areas.

ALL MEMBERS OF THE SCHOOL COMMUNITY

- Students, staff and community members with mobile phones and devices should not engage in personal attacks, harass another person, or post private information about another person. This also relates to using SMS message, taking and sending photos or objectionable images, making phone calls or using social media to cause harm.
- Students using mobile phones to bully or harass other students will face disciplinary action at school. This may include family meetings, suspension or involvement by SAPOL.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

Evaluation

The policy will be reviewed as part of the schools three year review cycle.

The policy was reviewed by staff and ratified by Governing Council on 06th March 2023.

