MOBILE PHONE POLICY

STATEMENT

Mobile phones are important in modern day communications and easily accessible in today’s society. Sunbury and Macedon Ranges Specialist School has developed a policy to manage the safe and responsible use of mobile phones at both the Sunbury and Bullengarook campuses to prevent improper use, damage and loss of mobile phones.

RATIONALE

To develop a set of guidelines to effectively manage the use of mobile phones at Sunbury and Macedon Ranges Specialist School. This policy will ensure the safety and privacy of both students and staff as well as, prevent improper use which may breach the school’s Code of Conduct, Confidentiality Protocols and Prevention of Bullying Policy.

IMPLEMENTATION

- Students are not permitted to bring mobile phones to school, except those students who are undertaking independent travel training as part of their course of study or with permission from the school Principal.

- Students who are undertaking independent travel training or have permission from the Principal to bring their phone to school must turn their mobile phone off during school hours whilst at school (9.00am – 3.00pm) and are only permitted to use their phones when travel training.

- Students who access school transport must keep their mobile phones switched off and keep their phones in their carry bags. This is a bus safety precaution.

- Students will not be permitted to take a mobile phone on camp unless otherwise agreed to by the Principal as part of risk management protocol.

- Where appropriate, students will be provided with education and training in the responsible use of mobile phones.

- Teachers in charge of all approved excursions, community access, swimming, RDA and camps must carry either the school’s mobile phone or personal mobile phone for use in case of emergency. Staff using their personal mobile phone must ensure that the number of the phone is recorded by the front office and appears on the emergency contacts documentation.
• Staff mobile phones are to be turned to silent during class time and school meetings.
• The school will not take any responsibility for any mobile phone (including ipods and other music software) that is stolen or damaged whilst the student has it at school.
• Students are not permitted to activate the camera component of their phones during school hours or send images to other students under any circumstances.
• In-phone cameras are not to be used by staff where a normal camera would be considered inappropriate such as change rooms or toilets.
• No harassment or bullying via mobile phones will be tolerated.

Breaches of the Policy.
• If a student uses a phone at school, it will be confiscated and handed to the Campus Co-ordinator.
• On the first breach of the policy the mobile phone will be returned to the student at the end of the school day.
• If there is a subsequent breach of the policy the mobile phone will be confiscated and parents contacted to collect the phone from the school.
• The student will be disciplined under the Promoting Positive Behaviours program and student code of Conduct.
• Appropriate action will be taken against any student who photographs students without their consent and who sends harassing or threatening messages or displays inappropriate videos or pictures on their mobile phone.

EVALUATION
• This policy will be reviewed as part of the school’s three-year review cycle.

THIS POLICY HAS BEEN RATIFIED BY SCHOOL COUNCIL

…Jo Nolan………………………                          …                                 Janine Furey
Principal                                                  President of School Council

Date: …31st October 1012……………….                            Reviewdue: 31st October 2015