



## Mobile Phone Policy

The purpose of this policy is to define the use of mobile phones by staff and students at Annesley.

### **Introduction**

The increased ownership of mobile phones requires that the Annesley Executive, teachers, students and parents take steps to ensure that mobile phones are used responsibly. We also recognise the safety and communication advantages of students having a mobile phone with them before and after school hours. These guidelines are designed to maximise student safety through access to a personal mobile phone while ensuring that mobile phone usage does not disrupt student learning. Therefore, we encourage students not to use mobile phones during school hours. Junior School students are to hand their phones to the classroom teacher for safe-keeping during the school day.

### **Guidelines**

Mobile phones must be switched off during lessons. In cases of emergency, the School Office (08 8422 2288) remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Should there be disruptions to lessons caused by a mobile phone the student responsible may face disciplinary actions including confiscation of the mobile phone.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person\*. Students using mobile phones who harass other students will face disciplinary action.

\* It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if an action is deemed by the Principal to be a criminal offence, the school may consider it appropriate to involve the police.

### **Student Mobile Phone Use**

These guidelines also apply to students during school excursions and curriculum extension activities. Parents or guardians take full responsibility for their child's use of the phone at all times. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

### **Teaching Staff Mobile Phone Use**

Teaching staff are not to use mobile phones for personal use when supervising students and all phones are to be switched off in classrooms and staff meetings except in an emergency or as pre-arranged with the Principal or Chair of meeting. We encourage staff to be considerate of others in shared work spaces by having their phone on silent when they are not present.

### **Non Teaching Staff Mobile Phone Use**

Non teaching staff are not to use mobile phones for personal reasons during their core working hours, except in an emergency or as pre-arranged with the Principal or Line Manager.

### **School Allocated Mobiles**

Staff with school allocated mobile phones are to be reminded that these phones are for school use only.

### **Review**

This Policy will be reviewed every three years.