Rationale:
- The use of telecommunications technology has now become the norm rather than the exception for many of our families. Students, parents and teachers are accessing this facility in increasing numbers. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption. The school discourages the bringing of Mobile Telephones to school by students although we accept there are times when it might be deemed important. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents.

Guidelines:
Students:
- Students are not to have mobile telephones in their possession during school hours. If a student brings a phone to school without permission the phone will be confiscated until a parent/guardian can collect it.

- If, (by special permission) mobile phones are brought to school, it is entirely at the owner’s risk.

- The school will not be involved in disputes and / or investigations over damage, loss theft or use. The phone must be switched off and kept in the student’s bag.

- Parents / guardians are not to contact students by mobile telephone. If parents or guardians need to urgently contact a student they should follow normal procedure and contact the school who will then contact and support the student as necessary.

- Mobile phones may not be taken on camps and excursions by students. If parents / guardians need to urgently contact a student during school hours parents should follow normal procedure and contact the school or the emergency number provided, who will then contact and support the student as necessary.

If these procedures have not been followed, the phone will be confiscated from the student and the parent / guardian will be asked to collect it from the school office. As a result, the privilege of having a mobile phone in their possession whilst at school will be withdrawn.

Staff:
- Personal mobile phones are brought to school at the owner’s risk. Neither the school nor DE&T can accept responsibility for the loss or damage or investigate such.

- Teachers in charge of all excursions and camps must ensure that mobile phones accompany each trip and that the school’s number and all other numbers of staff attending the trip are keyed into the memory of their phone.

- The school has a mobile phone available for staff to use on camps and excursions. The phone and charger can be collected from the office and signed in and out of the Equipment Loan Book.
• Personal mobile phones are to be switched off in class and to mute during scheduled school meetings.

• Parents, Guardians, Volunteers and Contractors:
  • All parents or guardian, visitors and contractors are asked to turn their mobile phones to mute while in teaching and learning areas.
  • All incoming and outgoing calls are to be taken outside teaching and learning areas.

**Basis for Discretion:**
  • Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances.

This policy was last ratified by School Council in....

June 2014