



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

P.O. Box 330, Patterson Lakes, 3197

Phone 9772 4011 Fax 9776 0421

Principal: Carole Mayes

Email: patterson.lakes.ps@education.vic.gov.au

Website: <http://www.patterson-lakes-ps.vic.edu.au>

MOBILE PHONE POLICY

RATIONALE:

Patterson Lakes Primary School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - when travelling to and from school to contact parents in emergencies, to confirm or change collection times related to after school arrangements. Mobile phones are important modern day communication tools. However, they can be improperly used, lost or damaged and must therefore be effectively managed.

AIM:

To manage the safe use of mobile phones and other personal mobile devices (e.g. apple watch, smartwatch, etc.) by students and staff at Patterson Lakes Primary School.

IMPLEMENTATION:

Note: The Mobile Phone Policy works in conjunction with the Digital Learning Policy (referring to the Internet and Digital Technologies)

Students:

- Students should only use their mobile phones and other personal mobile devices before arriving at school and once leaving school, as directed by their parents. At these times, it is important that students display courtesy, consideration and respect for others.
- Once at school, students must turn their mobile phones off and hand them to staff to be stored safely in the classroom or office safes provided until the end of the day, when retrieved.
- Students are not to bring mobile phones to excursions or camps.
- The school does not accept responsibility for lost or damaged personal property, including mobile phones.
- Students misusing personal mobile phones at school will be asked not to bring a mobile phone to school. They may have the phone confiscated and it will be collected by the parent.
- Mobile phone cameras (digital and video) must not be used. Students who are found using these functions inappropriately will be subject to disciplinary action according to the appropriate school and DET policies and guidelines.
- Protection of privacy is paramount; students are not to post or forward private information about themselves or another person using Short Message Service (SMS, or any other messaging or social network software).

Teachers:

- Teachers in charge of all excursions and trips involving students must ensure a mobile phone or similar appropriate communications device accompanies each trip, leaving current contact numbers with the Principal and Office.
- Mobile phones are not to be used for private calls during school teaching and learning time.
- Using a mobile phone for school business whilst on excursions or camps is appropriate.
- In most cases, it is not appropriate for staff to have mobile phones on during scheduled meetings.
- The school does not accept responsibility for lost or damaged personal property, including mobile phones.

General:

- Mobile phones are brought to and kept at school entirely at their owner's risk.
- Please note that Patterson Lakes Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.
- When emergencies occur, parents/carers should reach their child by calling the school's office.
- Exceptions to this policy may be applied if certain conditions are met, i.e. for certain health and wellbeing conditions or at the discretion of the Principal. Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School on 24th February, 2021.