



Willaura Primary School **MOBILE PHONE POLICY**



PURPOSE

To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

SCOPE

Mobile phones are important communication tools, essential in providing a safe and effective school environment. Mobile phones, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

POLICY

While it is accepted that mobile phones are an important part of modern life and communications, it is important that all staff accept that their use during class time and on various other occasions at school is inappropriate.

Mobile phones are to be switched off at the following times:

- Staff meetings
- Training and Development sessions
- Class teaching time

Teachers are not to speak on mobile phones during teaching time and are not to receive mobile phone calls during this time unless there are special circumstances and the Principal has given permission.

If a teacher needs to receive an urgent call, let the Principal or office staff know and appropriate arrangements can be made.

If a family member of any member of staff calls the school, Willaura PS staff will take a message or in emergencies make arrangements for the staff member to speak to them. Persons leaving messages for staff will be asked if it is an emergency or urgent message, in which case they will be advised immediately.

REVIEW CYCLE

This policy is to be reviewed every 4 years by the Policy Committee.

This Policy was last ratified by the Policy Committee

28/05/2019