



# Mobile Device Policy

Reviewed and accepted by the School Board, May 2018

## Policy

This policy outlines the appropriate use of all mobile devices at Morley Primary School and in particular mobile phones.

Device: This covers all mobile phones, tablets and electronic devices.

## Rationale

The staff and School Board of Morley Primary School acknowledge the need for some children to have a mobile phone in their possession for safety or security reasons before and after school. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

## Policy Guidelines

### Staff

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- The only exemptions to this are in exceptional or urgent situations.

### Students

- The school discourages the bringing of any valuable items to school, as they can be lost, stolen or damaged.
- Any device brought to the school must be signed in at the office upon arrival at school and it will be locked away securely. The student must then sign receipt of the device when collecting the item in the afternoon.
- The school takes no responsibility should anything happen to mobile devices brought to school. Mobile devices are brought to school entirely at the owner's risk. If a student fails to hand in the device, by keeping it on their person or concealing it in their desk or bag, and it becomes lost, stolen or damaged, the school once again will not accept any responsibility for investigating the incident or recovering the device.

- Mobile phones or personal devices are not permitted to be used during the school day.
- Parents are advised that the best way to contact their child during the day is to call the office on 92761153. Staff can then ensure that the student is reached quickly and assisted in the appropriate manner.

## **Sanctions**

If students fail to follow these guidelines, the following sanctions will be applied:

- Confiscation of the mobile device (handed back to student or parent at the end of the day).
- Communication with parents/guardians regarding mobile device use /possession at school.

***It should be noted that it is a criminal offence to use a mobile phone or another electronic device to menace, harass or offend another person. The school may consider it appropriate to involve the police if required.***

## **Exemptions**

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.