



# **MAMRE ANGLICAN SCHOOL**

## **MOBILE PHONE POLICY STUDENTS & STAFF**



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## **Mobile Phone Policy**

### **The Hazard - Mobile Phones**

Mobile phones can create a range of hazards when brought to Mamre Anglican School:

- They are valuable items that can easily be lost, stolen or damaged in the Mamre Anglican School environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in Mamre Anglican Schools not only disrupts learning for the phone user but also for fellow students.

### **Mamre Anglican School's Policy**

Mamre Anglican School acknowledges parents may wish their child to carry a mobile phone for personal safety reasons. However, the right of a student to have access to a mobile phone at Mamre Anglican School must be balanced with the responsibility to use it appropriately.

It is our policy that:

- Mobile phones are brought to Mamre Anglican School at the owner's own risk. No liability will be accepted by the Mamre Anglican School in the event of loss, theft or damage of the phone;
- Mobile phones must only be used by students before or after Mamre Anglican School;
- Mobile phones must be kept on silent mode and kept out of sight during classroom lessons and Mamre Anglican School activities to minimise distractions;
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during Mamre Anglican School hours (e.g. health issues);
- Mobile phones must not be brought into exams or class assessments (even if they are turned off or on silent mode);
- Mobile phones must not be used inappropriately. Refer to our Anti-Bullying Policy, Mobile Phone Policy and ICT Policy.
- Phone cameras are not to be used within the Mamre Anglican School grounds, except under the direction of a teacher and in particular, where it would be considered inappropriate such as in change rooms or toilets;
- Students should never photograph or record any person without their express permission;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- Parents are to be informed that in cases of emergency, the Mamre Anglican School remains an appropriate point of contact to reach their child quickly.

## **MAS Staff Responsibility**

All staff are responsible to:

- Model appropriate behaviour at all times;
- Ensure all students are provided with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- Be vigilant in monitoring students when using mobile phones;
- Ensure mobile phones are not taken into exams or assessments;
- Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy; and
- Ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.

## **Implementation**

This policy is implemented through a combination of:

- Staff training;
- Student ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

## **Discipline for Breach of Policy**

Where a staff member or student breaches this policy Mamre Anglican School may take disciplinary action.