Rationale

Mobile phones are a part of modern society and the school accepts their use in a responsible manner. They are useful especially where the matter of safety is concerned. However it is important that, within a classroom environment, both teachers and students are not interrupted by their use. Mobile phones and their camera application have potential to impact significantly on the cyber –safety, and well being of students and staff of St Joseph’s School. St Joseph’s school’s ‘Duty of Care’ to students and staff require that the following guidelines be applied.

Aims

- To inform all members of the school community about the appropriate use of mobile phones at St Joseph’s school.
- To recognise the clear link between this policy, St Joseph’s Acceptable Use of ICT Policy (Cyber Safety), and St Joseph’s Policy on Bullying.

Implementation

Staff

Mobile phones of staff are to be switched off and out of sight during class time, whilst on duty, during liturgies and at assemblies.

To allow communication in the event of an emergency, mobile phones of staff will be put on ‘silent’ or ‘discreet’ mode during meetings.

Staff are encouraged to carry either personal or school phone, for emergency use, whenever they escort children beyond the school boundary.

Contact with parents should be via the school office. The use of personal mobile phones and/or sharing of personal contact details is discouraged.
Students

The school discourages students from bringing mobile phones to school. The school accepts no responsibility for mobile phones brought to school.

Parents of students who have mobile phones at school are to inform the class teacher. These phones MUST remain switched off in the student's bags during school hours, (8:30a.m. - 3:30p.m.) or for the duration of school activities.

Where parents need to contact their children during the school day, the school office is the vital and appropriate method.

During school hours and activities, staff will contact parents on student's behalf, if the need arises.

Students are not to take mobile phones on excursions or school activities. Staff will ensure that necessary communication between parents and students will be available.

Mobile phones are not to be used in any manner that is disruptive to the normal routines of school or to other people. Misuse of a mobile phone by a student may mean confiscation of the phone. Parents will be contacted should a student breach school policy.

Parents

Parents will be asked to turn off mobile phones when volunteering in classrooms and attending assemblies and meetings.

Parents who assist with excursions/camps are not to allow their mobile phone to be used by students.

All parents on the school site or at school functions are to follow the procedures outlined in the Critical Incidents Policy

- *In the event of a serious accident or misadventure communication will only take place between the teacher-in-charge and the principal.*

Budget

n/a

Evaluation

1. The policy will be reviewed in line with SEVDEV timeline.
2. The policy will be reviewed in light of developments within ICT.