The following policy applies to all students, school personnel, visitors, volunteers and contractors and is based on a set values shared by teaching staff and the Governing Council.

**Rationale**
The use of telecommunications technology has now become the norm rather than the exception for many of our families. Students, parents and teachers are accessing this facility in increasing numbers. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption. Therefore the school discourages the bringing of Mobile Telephones to school by students but we accept there are times when it might be deemed important. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents.

**EXPECTATIONS**

**Students**
» A written request/notification be submitted by parents to the Principal explaining the need for the mobile to be at school.
» Mobile telephones are brought to school entirely at owner’s risk. The school will not be involved in disputes and/or investigations over damage, loss or theft.
» Students are not to have mobile telephones in their possession during school hours and must be switched off and kept in their tray or school bag.

Parents are not to contact students by mobile telephone. If parents need to urgently contact a student they should follow normal procedure and contact the school who will then contact and support the student as necessary. Emergency messages only – lunch orders and family arrangements etc. are not part of the core business of support staff.

If these procedures have not been followed, the phone will be confiscated from the student and the parent will be asked to collect it from the school office.

**Staff**
♦ Personal mobile telephones are brought to school at the owner’s risk. Neither the school nor DECS can accept responsibility for any loss or damage OR investigating such.
♦ Personal mobile telephones are to be switched off in class and during scheduled school meetings.
♦ Teaching and Support Staff have access to school mobile telephones when required for excursions and camps.

**Parents, Visitors and Contractors**
♦ All users are to switch their mobile telephones to mute or discrete when in public areas, including meetings, interviews and classrooms.
♦ All parents and visitors are to take and make mobile calls outside teaching and learning areas.

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