



COOPERATION FAIRNESS RESPECT TRUST  
Vision: Developing students who are confident thinkers, creators and inventors of their future.  
Mission: Challenging every student to learn, achieve and flourish.

## WOODVILLE PRIMARY SCHOOL MOBILE PHONE AND ELECTRONIC DEVICES POLICY

### **Context:**

Woodville Primary School affirms its commitment to teaching and learning by providing and promoting an environment free from unnecessary distraction, disruption or harassment. We aim to provide a secure environment and comply with legal, security and privacy requirement.

### **Purpose:**

With this in mind, Woodville Primary school discourages students from bringing mobile phones and other electronic devices to school. In the case of an emergency the front office will pass on messages from students to parents/caregivers and alternatively pass on message from parents/caregivers to students.

**The school accepts no responsibility for lost, damaged or stolen phones or other electronic/personal devices.**

### **Management:**

#### Parents/Caregivers, Visitors, Contractors:

All users are to switch their phones to mute or discreet when in public areas, including meetings, interviews and classrooms. This will ensure that learning time is not infringed upon.

- All parents and visitors are requested to take and make mobile calls outside teaching and learning areas.

#### Students:

Woodville Primary School recommends that Reception to Year 7 students **do not** have a personal mobile phone or electronic device while at school.

- Students remain responsible for all their personal effects while at school. When students enter the school grounds, the school takes no responsibility for either mobile phones or electronic devices.
- Parent contact with students can be made directly via the school phone (**84452744**) and messages relayed through the front office. Similarly, if the school needs to contact parents on behalf of students this is done through the front office.
- Mobile phones and electronic devices are at risk of theft, can be used in secret and can be a means of harassment. As such they provide opportunities for offences against school behaviour rules, student wellbeing and safety guidelines and privacy issues.
- If a child brings a phone to school for use before or after school, it is expected that it be handed into the class teacher, once in class, or taken to the front office. In either case the devices will be kept in a secure space.
- Students are **not permitted** to take photos or record any other person on their device or upload/share personal information on social media in relation to other persons at school.



Staff:

**Both incoming and outgoing calls of a personal nature are strongly discouraged using personal mobiles during class teaching and learning periods.**

- It is expected that teaching and support staff use personal mobile phones and other communication devices in a responsible, professional and ethical manner – e.g. to call Leadership/Admin for assistance, to receive direct calls from Leadership/Admin in case of an emergency, to relay information required during an invac/evacuation procedure, to locate information for students etc. At no time should the use of these devices impact negatively on the students and their learning time.
- Teaching and support staff have access to a mobile phone when required for excursions and camps.
- During meetings (such as staff meetings) it is expected that phones are put on silent or discrete mode and not used unless extenuating circumstances require it or an agreement has been negotiated with the principal (or principal's delegate if appropriate).

Leadership/Administration:

Leadership staff will have access to their phones at all times as part of their job requirement to assist in response to emergency and management of the school.

**Promotion:**

The policy will be promoted by:

- information via the school newsletter
- policy added to school website

**Review**

- Staff and Governing Council will review this policy every two years.

Policy ratified by staff: Date: 09/05/2019  
Endorsed by Governing Council: Date: 09/05/2019  
Review date: 2022

