

POLICY STATEMENT - MOBILE COMMUNICATION DEVICES (MCD)

PHILOSOPHICAL BASIS

Mobile communication devices (MCD) are an important modern day communication tool. However, they can be used inappropriately, lost or damaged and must therefore be effectively managed.

GUIDELINES:

1. For teachers and staff:

- a. Teachers in charge of all excursions and camps involving students must ensure a MCD, for teachers' own use, accompanies them on each trip.
- b. Staff mobile phone numbers will have restricted access as per the School Privacy Policy.
- c. Staff mobile phones must be on silent and not used during teaching sessions, however, consideration may be made in exceptional circumstances with prior approval of the principal.

2. For students:

- a. Students are not to bring personal MCD to school or any other school activity unless permission from the principal has been sought by parents in writing.
- b. The school does not accept responsibility for storage, loss or damage to student MCDs. Students are required to mark their MCDs clearly with their names and it is strongly advised that students use passwords/PIN numbers to ensure unauthorised use.
- c. Student's MCD must not be used whilst on school property or during any school activity.
- d. MCDs must remain switched off and kept in students' bags during school hours.
- e. MCDs must not be used to take, show or distribute photographs or videos.
- f. Students misusing a device at school or causing a nuisance, including using mobile phones to bully, harass or cause offence, will be brought to the attention of the principal. In this event, the principal may revoke a student's permission to bring a MCD to school. In this event parents will be notified.
- g. Students who bring a MCD to school without prior approval, will have their device stored at the office until the end of the day and their parents/guardians will be notified.



Glen Katherine PS Mobile Phone Permission Form

To be signed by both
Parent/Guardian and child

I give permission for my child _____ of Year _____ to bring a mobile phone to school.

I understand that the mobile phone is for emergencies only and must be switched off on school property and during any school activity and kept in my child's bag.

I understand that the school does not accept responsibility for lost or damaged student mobile phones.

I understand the guidelines for appropriate and acceptable usage of mobile phones and will ensure that my child works within the school guidelines.

Name: _____ Date: _____
Parent/ Guardian

Signature: _____

Name: _____ Date: _____

Student

Signature: _____