



**Butler Primary School
Mobile Phone
Operational Guidelines**

Background

Butler Primary School recognises that there are times when it is genuinely appropriate for students to have access to a mobile phone - for example, to confirm or change a collection time after cross country or choir rehearsals or to contact parents after the school day has finished. There are concerns about the disruptive element of mobile phones in classrooms and about the use of SMS to bully others. All students should be able to come to school feeling safe and secure. Unfortunately, mobile phones can be a distraction to students, a disruption to classes and as a result, students are discouraged from bringing them to school.

Principles

The purpose of this document is to clarify staff, student and parent responsibilities with regard to mobile phone usage. Butler Primary School is committed to providing a safe and secure learning environment for all students. These guidelines will ensure that mobile phone usage does not disrupt this learning environment or contravene Departmental Policy.

Procedures

Students

- It is not recommended for students to bring mobile phones to school as they can be easily lost or stolen.
- Students must switch off their mobile phones and sign them in with their class teacher when they arrive at school.
- At the end of each day, students are required to sign them out and collect from their class teacher.
- In the event of a mobile phone being accessed during school time, the phone will be confiscated and sent to the office. The student is required to collect their mobile phone from the office at the end of the day. Each instance will be recorded.
- In the event of a mobile phone being confiscated on 3 occasions, the parent will be phoned by the school administration and asked to collect it from the front office.
- Any student found using the phone (whilst at school) in an inappropriate manner (bullying, harassment, intimidation etc.) will have the phone confiscated immediately. Parents will be contacted to negotiate the return of the phone. The student will be subject to the school's Behaviour Guidelines.
- If a mobile phone is required, students will do so at their own risk. Parents should ensure that mobile phones are adequately insured as personal property. Butler Primary School cannot accept any responsibility for lost, stolen or damaged phones.

Staff

- Mobile phones are to be switched off/ on silent during class, playground duty and meetings. Staff should ensure they have given school contact details to their family members (in case they are needed to be contacted urgently). Office staff will pass on messages immediately.
- During excursions, staff will have access to a school mobile phone.
- Parents should contact staff through the school office. If contact is made during teaching time staff will be given a message and they will make contact as soon as they are available.

Parents

- Parents are required to turn phones off/ silent mode when volunteering in classrooms or when attending assemblies etc. so that there are no disruptions to the school's programs.
- Parents should ensure that mobile phones are adequately insured as personal property. Butler Primary School cannot accept any responsibility for lost, stolen or damaged phones.