



23rd May 2022

Dear Parents/Carers,

In an effort to continually improve the safety and wellbeing of students at Tomaree PS, we have reviewed and amended our Mobile Phone Policy and Procedures.

Effective from Monday 30 May 2022, students will not be permitted to have a mobile phone in their possession during school hours.

We appreciate that mobile phones can be positive safety tools for students and families as students travelling to and from school, however, there is no reason why a student needs to be in possession of a mobile phone during school hours. If at any time during the school day a student needs to contact a parent/carer or a parent/carer needs to contact their child this can occur via the school phone or email.

Please read the following information and if you wish for your child/children to carry a mobile phone to and from school, please complete the Mobile Phone Code of Practice and return it to school on or before Friday 27th May 2022.

Thank you for working with us to support the safety and wellbeing of children.

If you have any questions or concerns regarding these changes, please do not hesitate to contact me.

Kind regards,

Michelle Heaney

Principal (Rel.)

Mobile Phone Policy

Rationale: Mobile phones are unnecessary during school hours as a method of communicating with students given the primary school setting. There are also concerns about the misuse of mobile phones in a school environment e.g. bullying, interruptions in class, distraction, and inappropriate photography.

Aims: The school aims to provide a happy, safe and stimulating learning environment for all students. The purpose of this policy is to ensure that mobile phone usage does not disrupt this learning environment. The policy seeks to clarify the responsibilities of staff and students with regard to mobile phones.

Implementation: In general, students should not bring valuable items to school – as they can be easily lost or stolen, which is often distressing for a child. However, if a mobile phone is required for the reasons of safety for travelling to and from school the child will be required to deliver the phone to the School Office for safe keeping until the end of the school day. Whilst at the office, the school will endeavour to keep it safe however are under no obligation to replace lost, stolen or damaged phones/devices in their possession.

Parents and students are advised that in bringing mobile phones to school, they are doing so at their own risk and must comply with this policy and the Mobile Phone Code of Practice (which needs to be signed by the student and at least one parent/carer). It has always been the school's practice to pass on important messages to students throughout the day. This can be done by phoning the School Office and requesting that a message be given to the child.

No student mobile phones are to be taken on ANY excursions.

All students found to be using the mobile phone in an inappropriate manner e.g. bullying, inappropriate photography or texts, will have the phone confiscated and returned to the parent. The student would also be subject to disciplinary action.

Evaluation: This will be reviewed as part of the school's review cycle and in the event of any incident which may prompt a review of the policy.



Mobile Phone Code of Practice

Return to the Front Office

In order for a student to bring a mobile phone on school site, the student and at least one parent/carer must complete this Code of Practice checklist.

Dear Parent/Carer,

Please discuss these points with your child and tick to acknowledge you accept.

- I understand that the phone needs to be placed in the student's bag when entering the school gates
- I understand my child needs to bring their phone, in their bag, directly to the front office **after 9am**, turned off, as soon as they enter the school grounds.
- I understand the phone is then politely handed to the office staff where the student will watch the office place their phone in a envelop labelled with their name.
- I understand the phone will be at the office, until it is collected, in a locked box.
- I understand the school takes NO responsibility for any kind of loss or damage of the phone at any time.
- At the end of the student's school day, I understand it is my child's responsibility to politely attend the office (through the rear door from the THS end) and ask for the return of their phone.
- I understand my child will place their phone in their school bag, still turned off, before they leave the office area via the rear door and back into the Primary school.
- I understand my child will not turn their phone on until they have left the school grounds and are no longer under duty of care of a staff member. For example, not until they are on the bus, if in bus lines.
- I understand if my child is found to have a phone on them during school time or on any excursion, the phone will be confiscated. Confiscated phones will need to be collected by a parent within the hours of 9am to 3.45pm school hours.

Student Name _____ Class: _____

Student Signature: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Principal/Delegate from TPS approval signature _____

Date _____