

# HAMLYN BANKS PRIMARY SCHOOL

## MOBILE PHONE AND OTHER ELECTRONIC DEVICES POLICY

### AIM

To ensure that mobile phones and other electronic devices do not cause disruption to the smooth running of the school and the education of other students.

### GUIDELINES

1. Students should not bring mobile phones and other electronic devices\* to school or school-based activities e.g. camp, excursions.
2. Requests from parents for exceptions may be made to the Principal.
3. Every effort will be made to ensure parents and guardians are able to leave a message for their child at the office.
4. Any reasonable request by students to contact parents or guardians will be accommodated.
5. Mobile phones or electronic devices found in possession of a child will be stored at the office to be collected by the student at the end of the day.
6. School staff will not be responsible for the retrieval of any such item that has been lost or stolen at school.
7. The Department of Education and Training does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. This includes property belonging to staff members.
8. Staff members should refrain from having a mobile phone switched on during class time.
9. If a staff member needs to be contactable during meeting times, the phone should be switched to silent mode.
10. Staff members will make arrangements to carry at least one mobile phone during excursions, camps etc

\*other electronic devices include but are not limited to games, music players, personal organizers etc.