



Riverstone Public School Mobile Phone Policy

While it is accepted that mobile phones are an important part of modern life and communications, it is important that all staff accept that their use during class time and on various other occasions at school is inappropriate.

Mobile phones are to be switched **off** at the following times:

- Staff meetings
- Stage meetings
- Class teaching time
- Professional Learning sessions
- Playground Duty

Teachers are not to speak on mobile phones during teaching time and are not to receive mobile phone calls during this time unless there are special circumstances and the Principal has given permission.

If a teacher needs to receive an urgent call, let SASS staff know and appropriate arrangements can be made.

If a family member of any member of staff calls the school, SASS staff will take a message or in emergencies make arrangements for the staff member to speak to them. Messages will be placed on the pin board. It is the responsibility of staff to check for messages. Persons leaving messages for staff will be asked if it is an emergency or urgent message, in which case they will be advised immediately.

If parents need to contact the school, the school number can be given to them, not an individual staff member's mobile phone number. For all school contact parents of students should be directed to ring the school office number.

Students are not permitted to have a mobile phone on their person, or to use mobile phones, during school hours. Inappropriate use of mobile phones is not permitted. Inappropriate use of mobile phones includes students using them to bully, intimidate or otherwise harass others through any SMS or text message, photographic, video or other data transfer system available on a mobile phone.

Students at Riverstone Public School may only bring mobile phones to school if there is a need for them to be able to contact their parents either before arriving at school or in the afternoon after leaving school. A student with a mobile phone at school must check it in at the school office upon arrival at school. It will be turned off and kept securely for the day in a locked cupboard. It is the child's responsibility to collect the phone at the end of the school day.

Parents with an urgent need to be in contact with their child during the day should contact the school office and appropriate steps will be taken to pass on the message or arrangements will be made for the student to return the call on the school phone. No child will be withdrawn from class to take phone calls.

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