

Kadina Memorial School

Electronic Communication and Mobile Policy

The following rules apply with respect to electronic communication devices (ECD), in particular mobile phones.

- R-6 students who bring ECD's to school are to hand them to their class teacher who will put them away in a safe locked area and given back at end of day.
- Yr7's store theirs in either their school bags or under-desk trays.
- 8 - 9 students are required to store their mobile phones in their lockers during (all face to face sessions with teaching staff) morning care group and lesson time. If students are using messenger on their I pads, they will lose the privilege of using the device.
- 10-12 students are required to have their phone on silent and out of sight during lessons and study time. They should seek permission to use phone in each class setting if required. They are not be used in any manner or place that is disruptive to the normal routines of the school or to other people. Usage includes the sending and receiving of text messages and actively engaging in social media. Ear phones are to be used only for education, not entertainment and at the discretion of the teacher. Ear phones are not to be visible outside of any learning situation.
- ECD's are brought to and kept at school, and used entirely at their owner's risk. The school cannot accept any responsibility for theft, loss, damage or health affects (potential or actual) resulting from device use. Students and parents should recognise, however, electronic communication devices are highly-prized targets for theft and, accordingly, should always be stored in a safe and secure place.
- Parents, students and staff should ensure that such devices are properly and adequately insured as personal property.
- Students may be permitted at the discretion of the organising teacher to use mobile phones during field trips, excursions or other off-school supervised activities. Prior to departure, arrangements will be in place for communication with staff members in the case of an emergency.
- Any student that is feeling unwell at school and needs to go home **MUST** arrange this through the front office. Under no circumstances may a student use an ECD to contact home and make arrangements to leave unless through the front office/student services, where our normal sign out procedures need to be followed.
- Parents are requested not to contact their child via a mobile during school hours. Any communication must go through the front office. This is especially the case during sensitive or emergency situations, which are best handled by responsible adults.

Procedural Issues

- Students must surrender their phone when requested by a teacher. Surrendered phones are to be handed to the relevant Head of School/Year Level Manager for collection and further discussion. To be stored and collected from the Front Office after pm care group siren.
- Reported inappropriate/offensive communications which affect the wellbeing of students or communications that may harm the good name of our school may be followed up by Counselling / Leadership team and/or SAPOL.
- Students refusing to surrender devices are fast-tracked using SBM procedures, and the Head of School is to be informed.
- Front Office to keep records of breaches with parent contact and/or additional consequences if ongoing issue. Three breaches of this will result in contact with parents.
- If visible, after one warning **ear phones** may be confiscated by staff members.