



**POLICY DOCUMENT**  
**St. Richard's School**

## **MOBILE PHONE POLICY**

### **Rationale:**

At St Richard's Primary School we are committed to providing all students with a comprehensive, engaging and contemporary education that enables them to become lifelong learners and productive global citizens. The increased ownership of mobile phones requires that St. Richard's Primary School has clear guidelines for the management of mobile phones on school premises. We strongly discourage students from bringing mobile phones to schools. However, we are aware that students who ride or walk to or from school may need mobile phones for safety reasons. In these instances, parents are encouraged to highlight additional safety measures and reinforce 'stranger danger' education.

### **Implementation:**

- In the case of an emergency or for personal reasons, students are able to have access to the phone in the school office.
- Students who need to bring a mobile phone to school for safety reasons are required to have their parent/guardian complete the permission form (Appendix A) and the student must sign the form as well.
- Parents/Guardians and students must understand that the school does not accept responsibility for replacing mobile phones that are lost, stolen or damaged whilst on school premises or whilst travelling to or from school.
- Mobile phones are not to be used for any purpose during school hours or during off-site activities i.e. camps, excursions.
- Students will be expected to sign their phones into the office in the morning and to sign them out after school. Phones are to be switched off or set to silent mode.
- Students must place their phone inside a labelled bag in the designated box in the school office.

### **Consequences for breach of Mobile Phone Policy:**

- Any student breaching this policy will have their mobile phone confiscated and it will be stored in a secure area to be collected at the end of the day. If breaching of the policy continues, the mobile phone will be confiscated, as above and the parents/guardians notified.
- If a student is found to have a mobile phone at school without a parental consent form (Appendix A), the mobile phone will be confiscated for collection by the parent/carer.

### **Evaluation:**

This policy will be reviewed as part of the school's four-year School Improvement Review cycle.

Appendix A



# St. Richard's Primary School

672 Mt. Dandenong Road,  
Kilsyth 3137  
Phone 9728 4378 Fax 9728 6272

I,.....(Parent/Guardian) give permission  
for my child/ren .....(name/s) of  
Year/s....., to bring a mobile phone to school.

My child/ren and I understand that he/she/they must sign the phone in at the office at the beginning of the day, turned off or set to silent and collected at the end of the day.

My child/ren and I have read the policy and understand that St. Richard's Primary School will not take responsibility for a phone that is stolen, lost or damaged.

I understand that if circumstances should change regarding my child's use of a mobile phone, the school will be notified of the changes.

*Please complete a brief explanation as the reasons why your child/ren requires a mobile phone at school.*

---

---

---

---

Signed:..... (Parent/Guardian)

Signed:..... (Child/ren)

Signed:..... (Child/ren)

Signed:..... (Child/ren)

Date:.....