



## MOBILE PHONE POLICY

DATE: 4 DECEMBER 2007

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### **STUDENTS**

- (a) It is recommended that mobile phones not be brought to school. This is a security issue as well as a potential disruption to lessons and school activities.

If mobile phones are needed for after school use, they should be handed in to the Front Office or to the Head of Senior School / Middle School and collected at 3.30 pm. If they are not handed in, the school cannot be held responsible for missing phones and accessories.

If phones are used during school time, they may be confiscated for the rest of the day and picked up from the Front Office or appropriate teacher at 3.30 pm. If misuse is a continual occurrence, then parents and student will be asked to attend an interview.

- (b) **iPod / MP3 / Diskmans / Data Storage Devices:**

These should not be brought to school and will be confiscated if used at school. (See (a) above.)

### **STAFF**

- (a) It is not appropriate for staff to use mobile phones for personal call (unless an emergency) whilst teaching or supervising students. This is a duty of care issue.
- (b) It is recommended staff take a mobile phone (own or school phone) whilst on yard duty.
- (c) Staff should always take a mobile phone (school phone) whilst on excursions / camps (see Camps & Excursions Policy).
- (d) Staff are asked not to have mobile phones switched on whilst attending staff meetings, assemblies, etc.