**Rationale:**
Mobile phones and other personal digital devices eg iPods and iPads, are important modern day communication tools. Whilst the school acknowledges that mobile phones may provide increased security for students whilst travelling to and from school, there is no need for students to use mobile phones during the school day. Mobile phones can easily be used improperly, lost or damaged and must therefore be effectively managed.

**Aims:**
To ensure that the use of mobile phones and other personal digital devices do not impact on the educational program and that the use of all devices respects the privacy of others.

**Implementation:**
This policy should be read in conjunction with the Gembrook Primary School ICT use policy.

**Students:**
- Students are encouraged not to bring mobile phones and other personal digital devices to school.
- Mobile phones and other personal digital devices are not to be taken on camps or school excursions.
- Mobile phones and other personal digital devices owned by students and staff are brought to school at their own risk. DET takes no responsibility for personal property bought onto school property.
- The security of a mobile phone and other personal digital devices is the responsibility of the student. The school accepts no responsibility for mobile phones that may be lost, stolen or damaged.
- Students are not permitted to use mobile phones and other personal digital devices at any time during the school day without teacher permission.
- Mobile phones and other personal digital devices are not to be used to take photos or video on school premises.
- Mobile phones and other personal digital devices should be switched off upon arrival and left off until departure from the school.
- If a student uses a mobile phone, or allows it to ring during the school day, the phone will be confiscated from the student and returned to the parent or guardian of the student.
- Mobiles phones and other personal digital devices must not be used to send harassing or threatening messages.
- If parents wish to contact their child during the school day, they should do so through the normal school channels— ring the general office.
- Students are permitted to use mobile phones and personal digital devices in classrooms with teacher permission.
- Students will not be invited to bring digital devices into the classroom as part of reward days.
- The Principal may revoke a student’s privilege of bringing any personal digital devices to school.

**Staff:**

Ratified in 2015
- Teachers in charge of all excursions and trips involving students are encouraged to have their personal mobile phone on during the excursion.

**Parents and Community:**
- Parents and community members will be informed that photos and videos taken as school events are for personal use only and that the privacy of other families should be respected.

**Evaluation:**
- Digital devices will only be used for educational purposes at school.
- All will be for 3 year review unless otherwise stated.

**References:**