

School Mobile Phone Policy:

Melton Primary School will:

- Purchase and maintain enough mobile phones and service contracts for the Principal Class members and Business Manager or as deemed necessary by the Principal.

Rationale:

- Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Implementation:

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy its needs.
- Mobile phones are not to be used for private calls and texts, with the exception that staff are permitted to contact families or loved ones during overnight excursions or if an excursion is returning late.
- Staff will be kept informed of Department of Education information relating to health effects of using mobile phones.
- Staff who are not provided with a mobile phone are to receive a special payment of \$23 per fortnight to go towards the cost associated with the call and data use that they incur on their personal mobile whilst making calls, sending emails and accessing the internet.
- Where a member in possession of a school phone takes extended leave of greater than one consecutive month, their phone should be returned to the school.

Staff will:

- Ensure that they maintain the phones in a suitable working order.
- Utilise the school mobile phone for school related business.
- Keep a log and pay for any personal calls that are made when they are not participating in overnight excursions or if an excursion is returning late.
- After being on leave for greater than one consecutive month, return their phone to the school.

Ratified at School Council 18/05/16