

## Clairgate Public School

### NSW DoE School Mobile Phone and Personal Communication Device Policy

To meet student, staff and community needs, at Clairgate PS, the following policy and procedures are in place for actioning – The School Mobile Phone and Personal Communication Device Policy.

The policy refers to all devices including handheld devices and personal devices such as smart watches. Unauthorised photography and voice recording from such devices will be treated as a serious violation of our shared rights and appropriate sanctions and restitution will apply.

This policy seeks to ensure that the learning environment at Clairgate Public School is one that recognises the right of students to learn and teachers to teach without interference or distractions from mobile phones/devices.

#### Parent Responsibilities

1. To communicate to their child that they must bring their mobile phone/device to the office each morning and collect it at the end of the school day. All messages need to be relayed through the school office during the school day.

#### Student Responsibilities

1. To have permission from their parent to bring their device to school.
2. To put their device in the bag at the front office as soon as they arrive at school.
3. To collect their device at 3.00pm.

#### Principal Responsibilities

1. Provide clear information to students and parents regarding the school mobile phone policy.
2. Provide staff with relevant information in relation to the procedures in place.

#### Teacher Responsibilities

1. Direct students with phones in the classroom to take their phones/devices to the office and collect after school.
2. Report issues in relation to mobile phone usage during school hours to the Principal and contact the parent.

#### Office Staff Responsibilities

1. Provide individual bags for students to place their phones/devices in.
2. Store phones/devices safely during the school day.
3. Students may only collect their own phones.
4. Secure forgotten phones overnight.