

# Murtoa College

## STAFF MOBILE PHONES POLICY



### 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.

### Aim:

- To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

### Implementation:

- The school will purchase and maintain enough mobile phones and service contracts to satisfy its needs
- Teachers in charge of all excursions and trips involving students must ensure the school's mobile phones or similar appropriate communications devices accompany each trip
- Staff using school mobile phones are required to sign for them in the Borrowing Register
- Staff returning school mobile phones are responsible for ensuring that they are recharged
- School mobile phones are not to be used for private calls, with the exception that staff are permitted to contact families or loved ones during overnight excursions or if an excursion is returning late
- Students are not to use the school's mobile phones without permission directly from the Teacher in Charge
- Staff will be kept informed of Department of Education and Training information relating to health effects of using mobile phones
- Staff are not permitted to use mobile phones for personal reasons during teaching time.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	Principal
Next scheduled review date	November 2024