

HERNE HILL PRIMARY SCHOOL

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HERNE HILL PRIMARY SCHOOL MOBILE PHONE GUIDELINES

At Herne Hill Primary School we recognize that mobile phones and other electronic devices are increasingly becoming items used everyday by our students.

Due to reported incidents of inappropriate use of these devices during the school day and the increase of 'cyber' bullying occurring in school age children through text messages, taking photos or similar, Herne Hill Primary school will implement the following procedures:

Mobile Phones:

- May be brought to school by students who may need to maintain contact with parents due to after school commitments, health issues or travel safety.
- We advise that any parent who needs to leave a message for a student during the school day contact the office rather than using the student's mobile.
- Phones are to be held by the classroom teacher or administration staff during the day in a locked cabinet.
- Mobile Phones are to be turned off during the school day.
- Any phone used inappropriately or not handed in by students during the school day will be removed from the student and secured in the administration office until the end of the school day. The device will be collected by the student at the conclusion of the day in the first instance and the parents notified by mail.
- In the case of a second breach of the policy the administration will contact parents/caregivers and request the device be collected by a parent at the conclusion of the school day.
- Student and parents must complete an 'Application to have mobile phone at school' form.
- **The school accepts no responsibility for the safe keeping of these devices if brought to school.**

Paul Westcott
PRINCIPAL

February 2014