

### RATIONALE

With increasing use of mobile phones and other communications devices (ie smart watches), there is a necessity for an understanding of what is and what is not appropriate in the school setting.

The whole school community must work together to ensure that the use of communication devices does not affect teaching and learning and the good management of the school. The following statements are applicable to all members of the school community whilst on school grounds. Staff, students and the wider school community support the Etiquette Guidelines below.

### STUDENTS

Students **do not** require communication devices in class. If parents/carers need to be contacted for any reason, this will be facilitated by a staff member.

If there is a reason for a student to have a communication device, the student's device will need to be stored in the classroom. The student will give the device in at the beginning of the day, and out at the end of the day.

Student communication devices will be confiscated if found to be on them. Parents will be asked to collect the device on the child's behalf. This is without exemption.

Willandra Primary School **does NOT and will NOT** accept responsibility for the loss, theft or damage to a student's mobile phone or communication device.

Students are **not permitted** to take photographs or video on their mobile phones whilst on school premises. Students who take photographs and/or videos *will be suspended*, with the time suspended at the discretion of the Administration team.

### STAFF

Communication devices are personal items and as such should be kept out of sight in a bag or on your person. Mobile phones should not be left on desks in full view of others.

Communication devices should not be turned on to receive or send personal calls or text messages during instructional time or at meetings, unless in exceptional circumstances (e.g. sick relatives). This must be cleared through the Principal or Delegate. In these instances, staff will switch mobile phone to receive calls in silent mode.

Staff will not communicate with parents outside the hours of 5:00pm to 7:30 am, unless prior arrangements made have been made. Emails and/or messages from parents will be responded to in a timely manner.

### PARENTS AND SCHOOL VISITORS

Mobile phones are personal items and as such should be kept out of sight in a bag or on your person. We appreciate the volume being lowered whilst on school premises.

Please turn phones to **Silent** or **Off** during **ALL** school events (eg assemblies). Parents are asked not to take photographs of children other than their own without permission, due to the fact that some children are not allowed to be photographed. Parents must be mindful of the use of these photographs across social media forums.

Parents do not expect Staff to answer messages or emails within instructional time. Staff will respond within a timely manner. **All communications will be of an appropriate tone and nature.** It is **NOT** a forum for negativity or abuse.