



Glencoe Primary School

Student Mobile Phone Use Policy and User Agreement

There are an increasing number of parents/carers who, for safety, security and/or emergency purposes, wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Glencoe Primary School.

1. Students will only be permitted to bring a mobile phone onto school premises for safety, security or emergency purposes.
2. **Mobile phones include smart watches and other electronic communication devices.**
3. Parents/carers who allow their child to bring a mobile phone to school must complete an “Application for Student Use of a Mobile Phone” attached below.
4. Parents/carers and students agree to abide by the “Conditions of Use” set down in this policy.

Conditions of Use

1. Parents/carers and students must complete an “Application for Student Use of a Mobile Phone”
2. Requests will only be approved if required for safety, security or emergency purposes.
3. Mobile phones **must be turned off** and handed in at the Administration office, between 8.30am – 8.45am. They are to be collected at the end of the school day, after 2:50pm. A School Officer will monitor this process and will ensure the mobile phones are securely stored.
4. Mobile phones must be placed in a snap lock bag, **clearly labelled**.
5. While at school, students are our responsibility and instances that require emergency contact with parents **MUST** be through the appropriate staff member or a member of administration.
6. **Mobile phones are not to be used by other students.**
7. **Mobile phones are not to be used to take photos or videos of other students while at school.**
8. **There is to be no unsupervised use of electronic devices on school grounds.**
9. The school does not accept responsibility for any theft, loss or damage of mobile phones.

Application for Student Use of a Mobile Phone

Student’s Name: _____ **Year:** _____

Parents Name: _____ **Contact No:** _____

- I wish to apply for permission for my son/daughter to bring a mobile phone to school.
- I confirm that this mobile phone is for safety, security or emergency purposes only.
State the primary reason your child requires a mobile phone at school.

(Please be specific) _____

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- We (*parent/carer and student*) agree to the conditions set down under the “Conditions of Use” and understand that violation of the policy and “Conditions of Use” may result in a loss of privilege to bring a mobile phone to school.

Parent Signature: _____

Student Signature: _____

Mobile No. _____

Date: _____ APPROVED Principal: _____

PARENTS/CARERS SEEKING APPROVAL FOR THEIR CHILD TO BRING A MOBILE PHONE TO SCHOOL ARE ASKED TO COMPLETE THE APPLICATION

PLEASE RETURN TO THE ADMINISTRATION OFFICE WHEN COMPLETED