



**Silver Tree**  
STEINER SCHOOL

# Mobile Phone Policy

---

2022

This policy applies to: The Head of School, staff and students

AUTHORISED BY:	Head of School
VERSION:	Version 5
DATE:	September 2022
REVIEW:	September 2024

## CONTENTS

ACCEPTABLE USE OF MOBILE PHONES POLICY.....	3
PERSONAL SAFETY AND SECURITY.....	4
RESPONSIBILITY.....	4
ACCEPTABLE USES.....	4
THEFT OR DAMAGE.....	5
INAPPROPRIATE CONDUCT.....	5
PARENT/GUARDIAN PERMISSION.....	6
APPENDIX A – Mobile Phone Permission Slip.....	7

## **ACCEPTABLE USE OF MOBILE PHONES POLICY**

The School does not encourage students to carry a mobile telephone as it is contrary to Steiner philosophy, however, there may be instances where it is necessary.

With the increased ownership of mobile phones, the Head of School, teachers, students, and parents must take steps to ensure that mobile phones are used responsibly. This Mobile Phone Policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that mobile phones provide such as increased safety can continue.

Silver Tree Steiner School has established the mobile phone usage policy to provide teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read, understand and sign the Mobile Phone Usage Policy

This policy also applies to students during school excursions, camps and extra-curricular activities.

## PERSONAL SAFETY AND SECURITY

Silver Tree Steiner School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting to and from school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.

Mobile phones sold in Australia are required to comply with the Australian Communication Authority's Electromagnetic Energy (EME) safety standard, which is applicable for all people, including children.

### RESPONSIBILITY

- The decision to provide a mobile phone to a child should be made by the child's parents or guardians.
- Parents should be aware when their child takes a mobile phone onto school premises. *The school accepts no responsibility if a student does so without explicit knowledge from the parent/guardian.*
- It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- The student's Class Teacher also needs to be aware that a child brings their mobile device to school.
- Permission to have a mobile phone at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

### ACCEPTABLE USES

Silver Tree Steiner School does not permit students to have access to a mobile phone during the school day, for any reason. Our school policy is such that:

- Students who bring a mobile phone to school, are not permitted to use it whilst on school grounds – this includes walking through the school grounds before and after school
- Once on school grounds, students must have the mobile phone switched off and out of sight, at all times. This includes outside the school shop, the school carpark or the school driveway
- Students who carry a mobile phone to school must check it in with Reception staff *before they go to class.*

- Students are required to collect the mobile phone after school/ before they leave school grounds via the School Reception.
- Parents are reminded that at all times, the school office remains the appropriate point of contact for your child to be reached and assisted in the most timely and appropriate way. Parents should not try to make contact with their child on their mobile device at any time whilst they are on school grounds
- This policy applies for all school-based activities, including off-site excursions and camps, unless prior arrangements have been discussed, agreed upon and arranged with the Class Teacher and Head of School.

### **THEFT OR DAMAGE**

- Students are required to mark their mobile phone clearly with their full name.
- To eliminate the risk of theft or damage, students who bring a mobile phone onto school premises must check the phone into Reception before going to class. Mobile phones are not permitted to be kept in their school bag or desk.
- Mobile phones which are found in the school and whose owner cannot be located should be handed to Reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

### **INAPPROPRIATE CONDUCT**

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone on school grounds will face disciplinary actions as sanctioned by the Head of School.\*

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Head of School.\*

**\*Note** - it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Head of School, Teacher or Governing Body is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

## **PARENT/GUARDIAN PERMISSION**

Parent/Guardians should sign a declaration advising that they understand the Mobile Phone Policy. *Refer to Appendix A.*



**Student Mobile Phone  
Permission Slip**

I have read and understood the Mobile Phone Policy about appropriate use of mobile phones at Silver Tree Steiner School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in the identification of a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is:

- Not used on school grounds.
- Is switched off and kept in Reception during the school day. *The phone is to be handed into Reception on arrival at school and collected on departure.*
- Used appropriately and correctly while under the school's supervision, as outlined in this document. This also applies to excursions or school camps, unless other prior arrangements have been made with the Class Teacher and the Head of School.

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Student name (print) \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher name (print) \_\_\_\_\_

Teacher signature \_\_\_\_\_

Date \_\_\_\_\_