

Clifton Hills Primary School Communication Policy

RATIONALE

With increasing use of mobile phones and other communications devices (eg 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 mobile phone, the student's mobile phone will need to be stored at the front office upon their arrival at school. The student will sign the phone in at the beginning of the day, and out at the end of the day.

Student mobile phones will be confiscated if there are found to be on them. Other communication devices will be confiscated if they are found to be using them to communicate with others. Parents will be asked to collect the device on the child's behalf. This is without exemption.

Clifton Hills 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.

STAFF

Mobile phones 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.

Mobile phones 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 may use their phones to communicate with parents via Class Dojo at any time during the school day as **deemed necessary** by the Staff Member. This may include photographs.

Staff will not communicate with parents between the hours of 5:00pm and 7:30am, unless there has been prior arrangements made.

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 do not expect Staff to answer Dojo messages within instructional time. **All communications via Class Dojo will be of an appropriate tone and nature.** It is **NOT** a forum for negativity or abuse.