

Mobile Phone and Electronic Devices Guidelines for Staff

Reviewed November 2024



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Staff should ensure their mobile phone usage does not interfere with their job functions or involve deliberately accessing, sending or downloading materials that are unacceptable in terms of Public Sector Standards and Department policy.

Staff should ensure confidentiality, integrity and security when using mobile phones on the school site and demonstrate mobile phone etiquette that reflects agreed group norms during meetings and ensures minimal disruption during class instruction time. Please do not share your mobile number with parents.

At Meetings:

- Give 100% focus to the person in front of you.
- Only use technology that contributes to the meeting.
- Avoid 'reading under the table' by having phones on silent and put away.
- When expecting an urgent call, mention it before a meeting begins and then excuse yourself and step away when you take the call.

During Class Instruction Time or on Duty:

- Waiting until a break during the day to check emails, Facebook and phone messages.
- Avoiding personal conversations in front of students.
- Having mobile phones on silent during class time.