

## **COMMUNICATIONS WITH STUDENTS FROM OUTSIDE THE SCHOOL**

Communication between students and people outside of the school are possible using a variety of methods. Our aim is to ensure that communications are legitimate, appropriate and do not interrupt the good order of the school.

## **TELEPHONE CALLS TO AND FROM STUDENTS**

Any personal telephone calls made by students during school hours must be made via the front office.

Telephone calls from families or carers to children can be made to the front office. We can confidently assure callers that messages received prior to 2:50 p.m. will reach their destination.

## **MOBILE TELEPHONES IN SCHOOL**

Hendon School understands that mobile telephones offer a service to some families. Safety and communication concerns demand that some students have a mobile telephone with them for after school communications.

There are, however, issues associated with mobile telephones. Issues include security, interruptions to school operations and student perceptions of equity. Because of these issues, we prefer that students do not bring mobile telephones to school.

However, if you require your child to have a mobile telephone at school, please

1. advise the teacher that the child has a telephone,
2. instruct the child to keep the telephone secure and turned off at all times,
3. instruct the student to keep the telephone in their bag.

Should students breach the policy, they will be subject to normal Student Behaviour Management consequences. The student will be instructed to lodge the telephone in the security of our School Office for the rest of the day.

Parents need to be aware that the student remains responsible for their telephone, its use, abuse, loss or damage.

To model our commitment to this policy, staff members have agreed not to use mobile telephones during teaching time or other formal contact times. We therefore expect that all mobile telephones will be switched off in classrooms, except in an emergency or as pre-arranged with the Principal or Deputy Principal.

## **USE OF ELECTRONIC MAIL**

Emailing by or to students is controlled by the "Acceptable Use" agreement form. Students are only able to send personal emails with teacher approval.