POLICY STATEMENT
MOBILE PHONE ETIQUETTE

1.0 Introduction

Along with our school policy on the use of mobile phones at school we offer students some guidance on the responsible use of mobile phones. We anticipate that mobile phones will only be used in breaks at school on rare occasions. This etiquette will mainly apply to students’ use of mobile phones outside of school.

2.0 When in doubt, always go out

When possible go outside or to another room to make your call if your call might disturb others.

3.0 When required, turn your phone off and check it’s off

There are some places where people should never talk on a mobile phone or send text messages and where the ringing of a mobile phone or message alert is considered highly unacceptable, such as:

- classrooms
- movies
- weddings
- speeches
- stage shows
- concerts
- lectures

4.0 Keep your conversations private

People’s sense of personal space varies in each situation. Talking loudly in a confined space like a lift, a train or a restaurant tends to infringe on others’ personal space. Be aware of where you are and who you are with and what others are doing before you decide to send or accept a call.

5.0 Talk to the one you’re with

If you receive a call or text message during a conversation, send the call to your voice mail or answering service and read the text message later. Your first priority should be respect for the person you’re with. However, if you are expecting an important call let the person you’re with know before the call arrives and excuse yourself before accepting the call.
6.0 Don’t send inappropriate messages

Messaging is a great way to communicate, but don’t send offensive or threatening text, voice, picture or any other sort of message. It is a criminal offence to use a mobile phone to menace or harass someone.