Glenora District School

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GLENORA DISTRICT SCHOOL

Mobile Phone (and Personal Electronic Equipment) Acceptable Use Policy 2016

Definitions
- Mobile Phone (and Personal Electronic Equipment) refers, but is not limited to, mobile phones, iPads, laptops, MP3 players, digital/video cameras, gaming consoles and iPods with/without data capability.
- Mobile Phone and Personal Electronic Equipment with data capability are to be used in conjunction with the ICT Resource Use Agreement under teacher direction, where applicable.
- This policy does not take the place of or incorporate a Bring Your Own Technology (BYOT) Policy.
- The ‘School’ refers to Glenora District School.
- The ‘Policy’ refers to this Mobile Phones (and Personal Electronic Equipment) Acceptable Use Policy.
- ‘Mobile phone(s)’ refers to mobile phones and personal electronic equipment.

1. Purpose
1.1 The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed, ensuring that benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
1.2 The School has established the following Policy for mobile phones that provides teachers, students and parents the guidelines and instructions for their appropriate use during school hours.
1.3 In the interests of the security and safety of the student and the School community, a mobile phone is not permitted on school premises until this Policy has been read, understood and signed by a student (after discussion with their parent/guardian) to ensure the student is fully aware of the responsibilities outlined in this Policy.
1.4 This Policy also applies during school excursions, camps and all extra-curricular activities.

2. Rationale
2.1 The School understands that parents may provide their children with mobile phones to protect them from everyday risks involving personal security and safety when travelling alone on public transport or commuting long distances to school.
2.2 The School provides the infrastructure for parents/guardians to reach their child, with the office being the first point of contact for parents/guardians.
2.3 The School welcomes parent/guardian queries about how mobile devices may be used at school to enhance their child’s learning under the direction of a teacher for specific learning outcomes.
2.4 At the School, the safe use of mobile phones is guided by our core values: Be Lifelong Learners, Be Responsible, Be Safe, and Be Respectful.

3. Responsibility
3.1 It is the responsibility of students who bring mobile phones onto the School premises to adhere to the guidelines outlined in this document and to acknowledge that they do so at their own risk.
3.2 The decision to provide a mobile phone to a student should be made by their parent/guardian.
   A teacher will not request a mobile phone be brought to the School.
3.3 Parents should be aware if their child takes a mobile phone onto School premises.
3.4 Permission to have a mobile phone at School or while under the School’s supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. A parent/guardian may revoke approval at any time by notifying the office.
4. Acceptable Uses

4.1 Secondary Students are permitted to carry their mobile phone but are to have them switched to ‘silent’ during non-teaching periods - before and after school, recess and lunch times.

4.2 Secondary Students: In the event a teacher permits the use of a mobile phone for a curriculum-based activity to enhance teaching and learning opportunities for students, then these may be used in the classroom for specific purposes such as access to a calculator, photo library or music file but such activity remains under the supervision of the teacher for the duration of that specific activity.

4.3 Primary & Secondary Students: Exceptions may be made by the School’s Senior Staff for primary and secondary students to use a mobile phone if its use has been identified by staff/ a student’s care team/ school counsellor/ school psychologist as an accommodation for a primary or secondary student in their Individual Education Plan or Personal Learning Plan. Diversity in education is based on need rather than want or personal preferences.

5. Unacceptable Uses

5.1 Primary students: are not to keep their mobile phone in their bag or on their person and are to notify their teacher that they have been asked by their parent/guardian to carry it. The student will comply with their teacher’s request to switch it off and for the student to place it into a container to be kept in a locked environment for safe-keeping until the end of the school day, when it will be returned to the student. If a teacher becomes aware that a student is carrying a mobile phone, the student will be requested to place it into a container for safe-keeping in a secure environment.

5.2 Secondary Students: Unless express permission is granted to the contrary, mobile phones are not to be used to make calls, send SMS messages, take photos or use any other application during school hours. 
Permission will not be given to access the internet under this Policy.

5.3 Secondary students: Unless express permission is granted to the contrary, mobile phones are to be switched off during designated classroom periods/hours. This includes assemblies, applied learning lessons outside classrooms and transition times between classes. This prevents disruption to lessons by ringing or beeping. Should there be disruptions to lessons caused by a mobile phone the student will be directed to switch it off. If the disruption continues or the student refuses to follow the teacher’s direction, the student will be requested to take the mobile phone to the office for collection at the end of the school day or senior staff may direct that it be collected by the student’s parent/guardian from the office.

5.4 Secondary students: are not to use their mobile phone with headphones/earphones during designated classroom periods/hours unless expressly permitted by the teacher as part of a curriculum-based activity, as this is not conducive to a collegial atmosphere through engagement with other students during the learning activity, nor are they actively listening to teacher feedback and comments. The sound from headphones can be distracting to other students. The use of headphones is a safety and security issue if a student is not able to hear teacher directions during the announcement of an emergency or directions given over the public address system.

6. Inappropriate Conduct

6.1 Any student caught using a mobile phone to engage in any of the following during school hours (8:30am–3:00pm) and on School grounds, including when students are on stationary buses parked on School grounds, will face disciplinary action as sanctioned by the Principal.
- cheating in assessments;
- using vulgar, derogatory or obscene language;
- engaging in bullying behaviour (including cyberbullying) such as personal attacks, harassing another person, posting private information about another person, using SMS messages, taking/sending photos or objectionable images and phone calls;
- the taking of photos / videos / sound recordings of students or staff without their written permission including the transmission of these to other individuals or to any online space;
- encouraging people to enter the School premises.
6.2 Students will not use a mobile phone to transmit information about the School (e.g., through SMS messages, Facebook posts) to people on or outside the School premises as information shared about current operations, such as a lockdown or fire drill, as this can cause extreme concern for parents/guardians and compromise the safety of students and staff. The school has procedures in place to communicate this information to parents/guardians.

6.3 Students must keep their mobile phone password / pin number confidential and not share these.

6.4 Students are not to provide a mobile phone to another student for their use.

6.5 It is a criminal offence to use a mobile phone to menace, harass or offend another person and this could necessitate police involvement as directed by the Principal.

7. Theft or Damage

7.1 Students are required to mark their mobile phone clearly with their name in order to avoid potentially difficult situations over ownership, to ensure the correct device is returned by the office or, in the case of a Primary school student, their teacher.

7.2 Mobile phones found in the School are to be handed to office reception, who will locate the owner.

7.3 The School accepts no responsibility for replacing lost, stolen or damaged mobile phones and personal electronic equipment.

7.4 The School accepts no responsibility for students who lose or have their mobile phone or personal electronic equipment stolen at, or while travelling to and from the School.

7.5 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g., by other students or if stolen).

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Mobile Phone (and Personal Electronic Equipment) Acceptable Use Policy 2016

Please sign and date the Policy below, return this section of the page to the office, retaining the Policy details for your reference.

Please contact the Principal if you have any queries, comments or suggestions about this Policy.

Student: I have read the Mobile Phone (and Personal Electronic Equipment) Acceptable Use Policy and I understand the importance of the conditions and agree to follow these rules.

Student Name (please print): __________________________________________________________

Student Signature: ___________________________ Date: __________

Parent Name (please print): __________________________________________________________

Parent Signature: ___________________________ Date: __________

Teacher Name (please print): __________________________________________________________

Teacher Signature: ___________________________ Date: __________

The Policy must be signed and returned to the Home Group teacher as soon as possible.