

## Edenhope College

### Mobile phone and Electronic Devices Acceptable Use Policy

This policy applies to all electronic devices including mobile phones, electronic devices, ipods/mp3 players, gaming devices cameras/video cameras. It also includes any other device used for communication, taking, storing and transmitting images/information.

The Policy also applies to students during school excursions, camps and extra curricular activities.

**Policy Author:** R. Hollis, Acting Principal

**Date:** 19<sup>th</sup> August 2013

#### **Rationale:**

The Mobile Phone and Electronic Devices Acceptable Use Policy supports and responds to DEECD guidelines and policies designed to ensure student and whole school community safety, security and wellbeing. It incorporates the shared expectations for the whole-school community with regard to effective schools. The policy:

- is jointly negotiated, owned and implemented by all members of the school community, including students
- clear and specific
- focused on positive and pro-social behaviours
- focused on prevention and early intervention
- supported by relevant procedures
- consistent, fair and reasonable
- linked to appropriate actions and consequences.
- Outlines the acceptable use of Mobile/electronic device and Electronic devices during school and school related activities.

#### **Aims:**

- To ensure mobile phones and other electronic devices are used appropriately in the school and in school related activities in accordance with the policy, school rules and regulations of the DEECD.
- To maintain a safe and orderly teaching and learning environment free from disruption from mobile/electronic devices and other electronic devices.
- Acknowledge and guide the positive contribution that technology including mobile phones and other electronic devices can make in teaching and learning when used in accordance with the policies.
- Ensure students, parents and staff are provided with education on the safe and appropriate use of technology including mobile phones and other electronic devices.

#### **Policy:**

##### **1. Personal safety and security.**

1.1 Edenhope College accepts that providing a child with a mobile phone may reassure some parents that they can contact their child quickly at any time. Nonetheless, **the College does not recommend that students bring mobile phones or electronic devices to school, nor does it take any responsibility for loss of, or damage to phones or electronic devices on the way to or from school, or at school.** The College office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

1.2 Parents/guardians may contact their child (and vice versa) via mobile phone during school. However, the requirements of 1.3, 1.4 and 5.1 must be considered to supersede this.

- 1.3 Edenhope College is a P-12 school. The College accepts that students of all ages may have been provided mobile devices (including all devices that can access the internet) by their parents/carers. However, primary students (Foundation to year 6) must hand in their phones (or other internet capable devices) to their main classroom teacher upon arrival at school, and retrieve the device at their departure.
- 1.4 Primary students may have access to their phones (or other internet capable devices) IN their main classroom, under the supervision (and discretion) of a classroom teacher (during recess or lunchtime) for the purpose of communication to parents/carers etc.

### **3. Responsibility**

- 3.1 It is the responsibility of students who bring mobile phones/electronic devices onto school premises to adhere to the policy and guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone/electronic device to their children should be made by parents and guardians.
- 3.3 Parents/guardians must be aware if their child takes a mobile phone/electronic device onto school premises that they are agreeing to the policy and its implementation.
- 3.4 Parents/guardians should regularly check that their child is complying with the policy.
- 3.4 The College will provide students, parents and staff with education and information on the safe and appropriate use of technology including mobile phones and other electronic devices.

### **4. Theft or damage**

- 4.1 The school accepts no responsibility for mobile phone /electronic devices that are lost, stolen or damaged at school.
- 4.2 The school accepts no responsibility for students who lose or have their mobile phone/electronic devices stolen while travelling to and from school.
- 4.3 It is strongly advised that students use password/pin numbers to ensure that unauthorised use of their mobile phone or electronic device is not possible. Students must keep their password/pin numbers confidential. Mobile phones/electronic devices and/or passwords may not be shared.

### **5. Acceptable Uses**

- 5.1 Mobile phones/electronic devices **must be switched off and out of sight** (this includes accessories) during classroom lessons.
- 5.2 Any use of a mobile phone or electronic device in the classroom or in school related activities will be for a teaching and/or learning purpose and only permitted with the express and explicit direction of the supervising teacher or staff member.

### **6. Unacceptable Uses**

- 6.1 Unless express permission is granted to the contrary (as per 5.1 and 5.2), mobile/electronic devices must not be used to make calls, send messages, access the internet, take photos or any other application during school lessons.

- 6.2 Mobile phones/electronic devices must not disrupt classroom lessons by noise, students accessing the devices without permission or by any other means.
- 6.3 Should there be disruptions to lessons caused by a mobile/electronic device, the responsible student may face disciplinary actions as sanctioned by the Principal. This may include immediate confiscation of the phone by the teacher or staff member.

## **7. Inappropriate conduct**

- 7.1 Any student/s using a mobile phone/electronic device to cheat in exams or assessments will face disciplinary actions as sanctioned by the Principal.
- 7.2 Any student who engages in 'sexting' or uses vulgar, derogatory, obscene or threatening language while using a mobile/electronic device will face disciplinary actions as sanctioned by the Principal.\*
- 7.3 Students with mobile/electronic devices may not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos or objectionable images, and phone calls. Students using mobile/electronic devices to bully other students will face disciplinary actions as sanctioned by the Principal.\*
- 7.4 It is not appropriate to take, transmit or receive images of another person without their knowledge and permission.

\*It should be noted that it is a criminal offence to use a mobile/electronic device to menace, harass or offend another person. As such, if action as sanctioned by the Principal or student council is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

## **8. Consequences for Unacceptable Uses or Inappropriate Conduct**

- 8.1 For a first offence, the mobile phone/electronic device will be confiscated and stored at the College office until the end of the day when it will be returned to the student.
- 8.2 Second and/or subsequent offences will result in confiscation of the mobile phone/electronic device where it will be stored at the College office. A parent will be contacted and an interview arranged to discuss the enforcement of the policy.
- 8.3 Continued unacceptable use of a mobile phone/electronic device in contravention with the policy may (at the discretion of the principal) result in suspension of the student and/or a ban on bringing the mobile phone/electronic device to school.
- 8.4 Any offence that is in contravention of Edenhope College's Child safe standards and policies will result in an immediate ban of that student bringing the mobile phone/electronic device to school.
- 8.5 Lifting of bans (such as those sanctioned in 8.3 and 8.4) will be at the discretion of the principal.

*Policy review: 31 July 2017*

*Review ratified by School Council: 7 August 2017*

*Review ratified by School Council: 4 September 2018*