

Acceptable Use Policy for Mobile Phones and Devices

15 MARCH 2017



Education



Acceptable Use Policy for Mobile Phones and Devices

1. Purpose and Rationale

- 1.1. The widespread ownership of mobile phones (and similar devices such as tablets and iPods) among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- 1.2. Dungog High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Students at Dungog High School may, at times, be allowed to use their device during class times. Use during class time will be determined by the class teachers (see Appendix B).

- 1.3. Dungog High School has established this Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobiles during school hours.
- 1.4. Students, their parents or guardians are invited to read and familiarise themselves with the Acceptable Use Policy if students intend to bring mobile devices to school.
- 1.5. The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

2. Responsibilities – Students and Parents

- 2.1. Students and their parents or guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to school.
- 2.2. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Dungog High School's Acceptable Use Policy.
- 2.3. The decision to provide a mobile phone to their child should be made by parents or guardians.
- 2.4. Parents should be aware if their child takes a mobile phone (or other mobile device) to school.
- 2.5. Mobile Device Agreement form must be completed and returned to the school (see Attachment A).



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3. Acceptable Uses of Mobile Phones at School

3.1. *Using mobiles responsibly at school:*

- 3.1.1. Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.
- 3.1.2. Students should not use mobile phones to make calls, send text messages, access the internet, take photos or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Students should restrict use of the mobile phone to before or after school and during recess and lunch breaks.
- 3.1.3. Use of mobile phones and/or devices during class time will be at the discretion of the class teacher (see Attachment B).
- 3.1.4. While at school (and only during appropriate times) students should generally use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls to avoid distracting others engaged in learning activities.
- 3.1.5. Mobile phones must not disrupt classroom lessons with ringtones or beeping. Except when mobile devices are being used as part of the lesson plan or with the express permission of a teacher, they should be placed into “silent mode” and kept out of sight during classroom lessons and school activities to minimise distractions.
- 3.1.6. Texting (except where it forms part of the lesson plan) is a distraction in the classroom and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the School Administration Office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 3.1.7. Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- 3.1.8. Students are reminded to protect their phone numbers by only giving them to close friends and family. It may help younger students to keep a note of who they have given their phone number to. This can help protect the student’s number from falling into the wrong hands and guard against cyber-bullying.

3.2. *Cyberbullying:*

- 3.2.1. Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Also refer to Dungog High School’s Anti-Bullying Policy.



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3.2.2. Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

3.2.3. Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. Students are reminded (see 3.1.7) that mobile phones are not to be used in toilets or changing rooms.

3.3. **Theft or damage:**

3.3.1. Dungog High School accepts no responsibility for replacing lost, stolen or damaged mobile devices.

3.3.2. Dungog High School accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

3.3.3. To avoid disputes and assist in finding owners, younger students may want to mark their mobile device clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.

3.3.4. Students who bring a mobile device to school do so at their own risk. To reduce the risk of theft during school hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse.

3.3.5. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords should not be shared.

3.3.6. Mobile devices that are found in the school and whose owner cannot be located should be handed to School Administration Office.

3.3.7. If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.

4. **Sanctions/Consequences of unacceptable/inappropriate use**

4.1. Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal.



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- 4.2. Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal.
- 4.3. Students who infringe the guidelines and rules set out in Dungog High School's Acceptable Use Policy could face having their mobile devices confiscated by teachers (see Attachment B).
- 4.4. Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.
- 4.5. Failure to heed the rules set out in Dungog High School's Acceptable Use Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

Mrs Janene McIntosh

Principal

Effective Date: 15 March 2017



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Attachment A: Mobile Device Agreement

- I have read and understand Dungog High School's Policy for Acceptable Use of mobile phones and other mobile devices at school.

- I understand that this form will be kept on file at the school and that the details may be used (and shared with the appropriate authorities, if necessary) to assist in identifying a mobile phone or other device should the need arise (eg if lost, or if the phone or device is being used inappropriately).

- I give my child permission to carry a mobile phone (or other device) to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in Dungog High School's mobile phone Acceptable Use Policy.

Parent name (print): _____

Parent signature: _____

Date: _____

Student name (print): _____

Mobile phone number: _____

Mobile's IMEI number: _____

Student signature: _____

Date: _____

If you have comments or suggestions, please contact Mrs McIntosh on 4992 3022.

Attachment B: Mobile Device Policy

Applies to Mobile phones, Music devices/ headphones, Laptops/ tablets/ computers

Each lesson teacher indicates this lesson you may have:



TECH on (approved devices/ approved use of device-eg. Mobile use for a specific purpose)



OR **TECH off** (no technology of any sort)

STRIKE 1

Use of a device without teacher permission

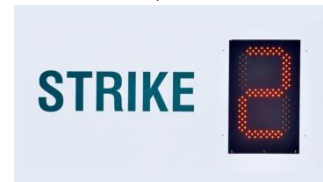
Consequence- warning given, device turned off or put away



STRIKE 2

Device again used in the same lesson without permission or refusal to turn off

Consequence- student asked to place device on teacher desk for remainder of lesson



STRIKE 3

Refusal by student to surrender device

Consequence- contact HT (or DP if unavailable), device confiscated until end of school day- place in an envelope, clearly mark student name and give to office, Student to collect from Office at end of school day. Record incident on Sentral.

