

MOBILE PHONES AND PORTABLE MEDIA DEVICES

ACCEPTABLE USE POLICY

Rationale

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

The increased ownership of mobile phones requires that College administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. Earnshaw State College has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.

The Acceptable Use Policy for mobile phones also applies to students during College excursions, camps and extra-curricular activities. In the case of College camps involving overnight stay, the College does not permit students attending to use mobile phones. (staff mobile phone numbers will be made available to parents for emergency purposes).

Personal *safety and security*. Earnshaw State College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety whilst travelling alone on public transport commuting to and from school.

Implementation

It is the responsibility of students who bring mobile phones onto College premises to adhere to the guidelines outlined in this document.

Junior School Expectations:

- **Mobile phones must be turned off and handed in at the junior office in the morning and collected at 2:40 pm each afternoon.**
- Students are not permitted to carry their mobile phone on their person or to use their mobile phones during the day.
- If a student needs to make a telephone call during the day, they must ask permission from the class teacher and a school telephone will be used if deemed appropriate.
- Any mobile phone used during the day will be confiscated. Confiscated mobile phones will be turned off and will be stored in the school office for collection by a parent or guardian.

Senior School Expectations: Students should only use their phone before and after school.

- Mobile phones must be switched off when students enter the College grounds and kept out of sight during all lessons. This includes headphones.
- Students may turn their phone on when they leave the College grounds at the end of the school day.
- Mobile Phones are not to be used at lunch times.

Important Considerations when using mobile phones at any time:

- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of a school.

College Vision: Every student achieving success

MOBILE PHONES AND PORTABLE MEDIA DEVICES

- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- Appropriate action will be taken should a student who photographs or films other individuals without their consent or who sends harassing or threatening messages.
- Disciplinary action be taken against any student/s who is/are caught using a mobile phone to cheat in exams or assessments.
- Students should ensure that their phones are always stored in a safe and secure place.

Theft or Damage

- Students are required to mark their mobile phone clearly with their name.
- Mobile phones which are found in the College and whose owner cannot be located should be handed in to the senior or junior office
- The College accepts no responsibility for replacing lost, stolen or damaged mobile phones or for students who lose or have their mobile phones stolen while travelling to and from school. Their safety and security is wholly in the hands of the student.
- 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). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords may not be shared.

Inappropriate Conduct

- Any student/s found using a mobile phone to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the College.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the College.
- Any student/s found using a mobile phone to photo, video or record teachers or other students will face disciplinary actions as sanctioned by the College.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using the internet, SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the College.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the College is deemed ineffective, as with all such incidents, the College may consider it appropriate to refer the matter to police.

Portable Media Devices

For the purpose of this policy a portable media device such as iPod, mp3 player and similar will be classed as a mobile phone and subject to the same acceptable use as mobile phones.

This policy has been developed by using The Department of Education's Guidelines for Appropriate use of Mobile Telephones by Students.

College Vision: Every student achieving success