



Mobile Phone - Acceptable Use Policy

1. Purpose

- 1.1. The ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. Mobile Phones are a part of the modern way of life however face to face communication is also an essential component. Speaking to collaborate, interpreting facial expressions and body language, and having deeper conversations than a 'character limit' are also important. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety and security) can continue to be enjoyed by our students.
- 1.2. Mannum Community 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.
- 1.3. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of this policy.
- 1.4. The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

- 2.1. Personal safety and security. Mannum Community College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern 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 speak with their child quickly, at any time.

3. Responsibility

- 3.1. Students in Reception to Year 7 are not allowed to have phones at school.
- 3.2. Year 8-12 students are discouraged from bringing phones to school.
- 3.3. It is the responsibility of students who do bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- 3.4. The decision to provide a mobile phone to their children and bring their phone onto school premises is made by parents or guardians.

4. Student Use

- 4.1. Mobile phones should be switched off during classroom lessons and any use will be only after the teacher on duty has given permission.
- 4.2. Exceptions may be permitted in rare circumstances, should the parent/guardian request it. Such requests will be handled on a case-by-case basis, and should be directed to the subschool leader. Parents are reminded that in cases of emergency, the Front Office is the first point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.
- 4.3. Year 8-12 students are discouraged from using their phones at break times and during Senior School study periods.





5. Staff Use

- 5.1. Staff are to role-model appropriate use of Mobile Phones by ensuring they are not a distraction or used as a tool of intimidation or harassment.
- 5.2. Except in urgent or exceptional situations, mobile phone use is discouraged during teaching time, while on playground duty and during meetings; mobile phones will be switched off or put on 'silent' or 'discreet' mode. Exceptions may include, but are not limited to, when teaching outside, offsite or during invacuations.
- 5.3. Staff are reminded of the "Protective Practices For Staff In Their Interactions With Children And Young People" where staff are not to use personal email, phones, social media, apps or websites to communicate with children and young people or photograph, record or film children or young people via any medium when not authorised by the site leader to do so and without the required parent consent.

6. Theft or damage

- 6.1. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Their safety and security is wholly in the hands of the student.
- 6.2. 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 phone and/or passwords may not be shared.

7. Inappropriate use

- 7.1. Generally, a mobile phone will be deemed to be used inappropriately if:
 - 7.1.1. It disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
 - 7.1.2. It threatens or is likely to threaten the safety or well-being of any person including using them to bully, intimidate or otherwise harass other people through any text message, photographic, video or other data transfer system available on the phone or social media.
 - 7.1.3. Is in breach of any law. **The school may consider it appropriate to involve the police.**
 - 7.1.4. Gains a student advantage in exams or assessments.
 - 7.1.5. Any student uses vulgar, derogatory, or obscene language while using a mobile phone.
 - 7.1.6. A student posts private information about another person using social media, SMS messages, taking/sending photos or objectionable images, or phone call.
 - 7.1.7. A mobile phone is seen, heard or used at an inappropriate time. The following saying helps students remember: SEE IT, HEAR IT, USE IT, LOSE IT.

8. Consequences

- 8.1. For students who fail to follow these guidelines the following consequences (in no particular order) may be applied, in line with our Wellbeing and Self-Management Policy:
 - 8.1.1. Confiscation of the mobile phone (handed back to student at the end of the day).
 - 8.1.2. Confiscation of the mobile phone (handed back to parent at the end of the day).
 - 8.1.3. An office time-out, in school detention or, internal or external suspension.
 - 8.1.4. Communication with parents/guardians regarding mobile phone use at school.
 - 8.1.5. A student being banned from bringing a mobile phone onto the school grounds.

9. Related Technology

- 9.1. The procedures and policies applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable information and communication technologies and smart devices.

10. Exemptions

- 10.1. Exemptions to this policy can only be approved by the Principal and then only in exceptional circumstances.

Policy reviewed October 2019

To Be Reviewed 2021 in readiness for 7s High School

