



Mobile Phone - Acceptable Use Policy

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 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 are discouraged from bringing phones to school.
- 3.2. It is the responsibility of students who do bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- 3.3. 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 must normally be switched off during classroom lessons. 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 Senior 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.
- 4.2. Students in the Junior School do not need to use mobile phones at break times at all. Middle and Senior School students are discouraged from using their phones at break times; however any use is to be discreet.

5. Staff Use

- 5.1. During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings. The exception to this will be the Leadership Team who use their work phone for work purposes.

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. Sanctions

- 8.1. For students who fail to follow these guidelines the following sanctions (in no particular order) may be applied, in line with our Student Behaviour 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 applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable information and communication technologies.

10. Exemptions

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

Policy reviewed June 2017
To Be Reviewed May 2019