

Eltham Primary School

Mobile Phone/Electronic Devices

ACCEPTABLE Use Policy

Rationale

The increased ownership of mobile phone/electronic devices connected to external carriers requires that school administrators, teachers, students, and parents take steps to ensure that these devices are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette and safety) can be clearly identified and addressed.

Eltham Primary School has established the following Acceptable Use Policy for mobile phone/electronic devices connected to an external carrier that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phone/electronic devices.

In order for students to carry a mobile phone/electronic device during school hours, students and their parents or guardians must first read, understand and sign the Acceptable Use Policy.

The Acceptable Use Policy for mobile phone/electronic devices also applies to students during school excursions, camps and extra-curricular activities.

Aims

- Eltham Primary School accepts that parents give their children mobile phone/electronic devices 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/electronic device gives parents reassurance that they can speak with their child quickly at any time outside school hours.
- It is the responsibility of students who bring mobile phones/electronic devices onto school premises to adhere to the guidelines outlined in this document.
- The decision to provide a mobile phone/electronic device to their children should be made by parents or guardians.
- Parents should be aware if their child takes a mobile phone/electronic device onto school premises.
- Permission to have a mobile phone/electronic device at school while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

Implementation

Mobile phone/electronic devices connected to an external carrier should be switched off during the school day from 8:50-3.40 pm. Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the Principal. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in the appropriate way.

Unacceptable Uses

- Unless permission is granted to the contrary, mobile phone/electronic devices should not be used to make calls, send SMS messages, surf the internet, and take photos or any other application during the school day from 8:50-3.40 pm.
- Mobile phone/electronic devices should be turned off in order to not disrupt classroom lessons by ringing or beeping.
- Should there be repeated disruptions to lessons caused by a mobile phone/electronic device the responsible student may face disciplinary actions as sanctioned.
- In-phone cameras are not to be used at any time by students whilst on school property.

Theft or damage

- Students are required to mark all their mobile phone/electronic devices clearly with their names.
- Mobile phone/electronic devices which are found in the school and whose owner cannot be located should be handed to front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phone/electronic devices.
- The school accepts no responsibility for students who lose or have their mobile phone/electronic devices stolen while travelling to and from school.
- 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/electronic devices connected to external carriers and/or passwords may not be shared.

Inappropriate conduct

Children not following the school's mobile phone/electronic devices connected to an external carrier acceptable use policy may face disciplinary action.

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

Evaluation:

- This policy will be reviewed annually as part of the school's three-year review cycle.

This policy was last ratified by School Council on 19 May, 2015.

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones at school and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone 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 this document.

Parent name (print) _____
Parent signature _____
Date _____

Student name (print) _____
Mobile phone number _____
Student signature _____
Date _____

Teacher name (print) _____
Teacher signature _____
Date _____