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## 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, iPads and iPods) among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly in 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 Allendale East Area School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. 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.
- 1.3 Allendale East Area 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 at school, on excursions and school camps.
- 1.4 Students, along with 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.

### 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, on excursions and school camps.
- 2.2 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Allendale East Area 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 It is the parents responsibility to know if their child brings a mobile phone (or other mobile device) to school, on excursions or school camp.

### 3. Acceptable Uses of Mobile Phones at School

#### ***Using mobiles responsibly at school:***

- 3.1 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 day (lesson times) or on camp and/or excursions.
- 3.2 While at school (and only during appropriate times- not in lessons unless instructed otherwise) students should 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.
- 3.3 Texting is a distraction in class, on camps and excursions and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the school, remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 3.4 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, on camp or excursion.

#### ***Cyberbullying:***

- 3.5 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.
- 3.7 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.
- 3.8 Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent in any part of the school day. 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 3.4) that mobile phones are not to be used in toilets or changing rooms.

**Theft or damage:**

- 3.9 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.
- 3.10 Students who bring a mobile device to school, on camp or excursions may want to leave it in their bags or locker to prevent loss or theft.
- 3.11 Allendale East Area School accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 3.12 Allendale East Area School accepts no responsibility for students who lose or have their mobile devices stolen/damaged while at school, on camp or excursion.
- 3.13 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.
- 3.14 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 Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal or Allendale East Area School's administration.
- 4.2 Students who infringe the guidelines and rules set out in Allendale East Area School Acceptable Use Policy could face having their mobile devices confiscated by teachers. The mobile device would be taken to a secure place usually the front office to be collected by a parent/guardian.
- 4.3 Failure to heed the rules set out in Allendale East Area School 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.

Kylie Smith  
Principal

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**PARENT PERMISSION**

I have read and understand Allendale East Area School Policy for Acceptable Use of mobile phones and other mobile devices at school, on camp or excursions.

I understand that this form will be kept on file at 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 Allendale East Area School mobile phone Acceptable Use Policy.

Parent name (print): \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student name (print): \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Mobile's IMEI number: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_