MOBILE PHONE POLICY

1. Purpose
The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly within the school environment.

This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed. Moe (Albert Street) Primary School 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.

In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read, understand and agree to the Acceptable Use Policy. The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extracurricular activities.

2. Rationale
2.1 Personal safety and security
Moe (Albert Street) Primary School 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.

2.2 Responsibility
It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or guardians and as such parents should be aware if their child takes a mobile phone onto school premises. Parents/guardians may revoke approval at any time and must notify the school of their decision.

2.3 Acceptable Uses
Parents are reminded that in cases of emergency, the School Office remains the vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

2.4 Unacceptable Uses
Mobile phones must be switched off and not be visible during classroom lessons, while working in the library, other educational activities such as assemblies; or be used in the playground at recess or lunchtime. This includes secondary uses of the phone (eg: cameras, ipods, calculators & timepieces). There will be no exceptions to this part of the policy.

Mobile phones should not be used to take photos in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school. Should there be disruptions to lessons caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the Principal. These sanctions are listed below. Mobile phones should also not be used to take photos or record conversations without the expressed permission of the individuals concerned as required by the Privacy Act.
2.5 Theft or damage
The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the school. (The safest way to secure your phone is not to bring it to school.) Students are advised to mark all their mobile phone clearly with their names. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them secure. Mobile phones 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 mobile phones that are lost, stolen or damaged whilst on school premises or on school sponsored functions.
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 phones and/or passwords must not be shared.

2.6 Inappropriate conduct
(a) Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
(b) 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 Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police. Hence, students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.
(c) Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal.

2.7 Sanctions
Students infringing on the rules noted above will be subject to the School Student Management Policy and its associated disciplinary actions which may include having their mobile phone confiscated. It will be taken to a secure place within the school and the parent(s) of the students informed. Parent(s) of the student may collect the phone at their convenience. Repeated infringements may result in forfeiture of the privilege of the student to bring a phone to the school. Infringements under section 2.6(b) may result in the matter being referred to the police. In such case the parent will be informed as a matter of urgency.

Evaluation:
This policy will be reviewed annually as part of the School’s three-year review cycle.