Policy Statement

MOBILE PHONE/DEVICES - Acceptable Use

Date Reviewed: January 2013

Aim
To establish an ‘acceptable use’ protocol for mobile phones/devices while on campus.

Rationale
The increased ownership of mobile phones/devices requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones/devices are used responsibly and appropriately. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile phone/device etiquette) can be clearly identified and addressed; ensuring the benefits that mobile phones/devices provide (such as increased safety and security, positive interaction and communication) can continue to be enjoyed by our students during school hours.

This Acceptable Use Policy also aims to safeguard against potential misuse of a mobile phone/device to send negative messages, photograph or film others or situation that may cause personal harm and uploading inappropriate content to the internet by limiting access to mobiles during the school day.

Implementation
It is the responsibility of students who bring mobile phones/devices onto school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone/device to their child/children should be made by parents or guardians and they should be aware if their child takes a mobile phone/device onto school premises.

Secondary Students
Mobile phones/devices must normally be switched off during classroom lessons and locked away in the school locker. Exceptions may be permitted in rare circumstances, should the parent/guardian specifically request it or a teacher request that the device be used for a learning task. Such requests will be handled on a case-by-case basis, and should be directed to the Head of School.

Students may check their phones/devices at the beginning of recess and lunch and engage in minimal use. Parents are reminded that in cases of emergency, the Secondary Office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Therefore students are asked to speak with the office staff if unwell or distressed.
5 Primary
Mobile phones/devices must be kept in the student’s locker or school bag during the school day. Students are not permitted to use their mobile phones/devices at all during the day unless request by the teacher for educational purposes. If a student needs to make a telephone call during the day they must ask the class teacher or office staff and a school telephone will be used if deemed appropriate. Any mobile phone/device being used during the day will be confiscated after the initial reminder.

6 Theft or damage
Mobile phones/devices which are found in the school and whose owner cannot be located should be handed to the Front Office or Ark Office. The school accepts no responsibility for lost, stolen or damaged mobile phones/devices. Their safety and security is wholly in the hands of the student.

The school accepts no responsibility for students who lose or have their mobile phones/devices stolen while travelling to and from school. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls/messages cannot be made on their phones/devices (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone/devices and/or passwords may not be shared.

If possible students are encouraged to put a name on their mobile phone/device.

Be reminded that SMLC i-pads under contract with students in senior years are not to be locked with a password to ensure ease of access.

7 Inappropriate conduct
Any student/s found using a mobile phone/device to gain advantage in exams or assessments will face disciplinary actions as sanctioned by the School.

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the School. Students with mobile phones/devices may 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.

Students using mobile phones/devices to bully other students will face disciplinary actions as sanctioned by the School. It should be noted that it is a criminal offence to use a mobile phone/device to menace, harass or offend another person. As such, if action as sanctioned by the School is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.
Definitions
   1. Device – ipod, ipad, tablets, laptops
   2. 

References
St Martins Social Media Policy
St Martins i-pad Users Agreement
Internet Users Agreement

Review Date and Specifications
To be reviewed : January 2015