Policy Statement

MOBILE PHONE/DEVICES – ACCEPTABLE USE

Date: November 2016

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 and cyber safety) 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.

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 situations that may cause personal harm; and uploading or accessing inappropriate content.

This policy also applies to students during school excursions, camps and extra-curricular activities. In the case of school camps involving an overnight stay, the College does not routinely allow students to carry mobile devices (staff mobile phone numbers will be made available to parents for emergency purposes). Exceptions may occur where staff members in charge of a camp require students to have access to mobile devices. In these instances both parents and students will be notified.

Implementation
It is the responsibility of students who bring mobile phones/devices onto school premises to adhere to the guidelines outlined in this policy. 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.
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 requested 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.

Theft or damage

Students are required to label their mobile phone/device clearly with their name.

Mobile phones/devices which are found in the school and whose owner cannot be identified should be handed to the Front Office or Secondary 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.

St Martins Lutheran College iPads under contract with students in senior years are not to be locked with a password to ensure ease of access.

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 College or the SACE Board for senior students.

Students with mobile phones/devices may not engage in personal attacks, harass another person, post private information about another person, take photos or objectionable images, or make harassing phone calls. Students using mobile phones/devices to bully other students will face disciplinary actions as sanctioned by the College. Any inappropriate behaviour that impacts on students’ welfare, whether it occurs on or off campus, is covered by this policy.

It should be noted that it is a criminal offence to use a mobile phone/device to menace, harass or offend another person. This may be subject to investigation by the Police over which the College will have no control.

Definitions

Device – Any type of personal electronic device such as but not limited to iPods, iPads, tablets, laptops, mobile phones and smartphones.

References

St Martins Lutheran College Social Media Policy
St Martins Lutheran College iPad Users Agreement
Internet Users Agreement

Review Date

To be reviewed : November 2018