

Acceptable Use for Student Mobile Phones

This policy is applicable to: Staff, students and parents

Managed by:

Executive Team

Valid: 2018

Contact position:

Risk and Compliance Officer

Review: 2020

Contact number:

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RATIONALE

The increased ownership of mobile phones requires that School Administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly at school.

- The 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 students at Helena College.
- Helena College 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.
- The Acceptable Use Policy for mobile phones also applies to students during School excursions, camps and extra-curricular activities unless otherwise stated on event documentation.

PERSONAL SAFETY AND SECURITY

Helena College accepts that parents give their children phones to protect them from everyday risks involving personal security and safety. There is also an 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 contact their child if they need to speak to them urgently.

RESPONSIBILITY

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- It is the responsibility of the parent of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone to their children should be made by parents and guardians.
- Parents must be aware if their child takes a mobile phone to school.

ACCEPTABLE USES

- Mobile phones should be switched off and kept in the locker during school hours.
- Students are not to access their mobile phone during school time.
- Students should use their phone before and after school only.
- Parents are reminded that in cases of emergency, the School Office remains the vital and appropriate point of contact and can ensure a student is reached quickly and assisted in any appropriate way.
- Use in the classroom: There may be an occasion when a teacher requests students to use their mobile phone in the classroom. With permission, the mobile phone will be used for educational purposes only and will be secured in the locker when that lesson has ended.



UNACCEPTABLE USES

- Students who need to go home during the day because of illness must not use their mobile phone to contact a parent or guardian to pick them up. The student must report to Student Reception for that type of request. A member of Staff will assess if the student needs to go home, spend time in Sick Bay or return to class.
- If a parent receives a call or text message from their child requesting to be picked up at School during school hours, they are asked to contact Student Administration to inform them of their child's call.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- It is forbidden for students to intimidate another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use mobile phones to menace, harass or offend another student and almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, Staff or visitors.
- Mobile phones are not to be used as personal hotspots while on College grounds.

THEFT or DAMAGE

- Students should mark their mobile phone clearly with their names.
- Mobile phones that are found in the School should be handed into Student Reception immediately.
- The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The School accepts no responsibility for students who lose their mobile phones or have them stolen while travelling to or from school.
- It is strongly advised that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.
- Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used.



INAPPROPRIATE CONDUCT

- Any students caught using a mobile phone to cheat in exams or assessments will face disciplinary action as outlined in the Student Care and Management Guidelines and Assessment Policy.
- Students with mobile phones 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 to bully other students will face disciplinary action as outlined in the Student Care and Management Guidelines. (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the School will consider it appropriate to involve the police.)

CONSEQUENCES

- Students who infringe the rules set out in this document will have their phones confiscated and left at Student Reception for the rest of the day. Students may collect their phone at the end of the day.
- A second infringement will result in the confiscation of the phone and it will be held in the Student Reception for the parent to collect.
- Repeated infringements may result in further sanctions as outlined in the School's Student Care and Management Guideline.