

Mobile Phone Policy 2016

Aims

- A. To utilise mobile phones for convenience and safety.
- B. To avoid the unnecessary use of mobile phones and inconvenience caused by interruption to classes.

Scope and Application

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Principles

- A. Mobile phones used in emergencies, on excursions, out of school programs and camps.
 - 1. It is required that at least one mobile phone to be taken on all school outings.
 - 2. If a personal mobile phone is used for necessary school business, for example to telephone parents if a child hasn't been picked up from the pool, the person is entitled to be recompensed for the cost of the call.
- B. Mobile phones belonging to students will be turned off during school hours
 - 1. The school acknowledges that parents may wish their child to have a mobile phone for safety while travel to and from school. However, the school telephone is available to students and parents are welcome to contact their child by telephoning the school, so we consider it unnecessary for a student to have access to a mobile phone during school hours, except in exceptional circumstances.
 - 2. Students will have parental permission to bring a mobile phone to school. Both parent and student must sign a mobile phone usage agreement.
- C. During class times and staff/parent meetings, mobile phones belonging to staff will be turned off or set to silent and calls and text messages will not be taken or made, except in exceptional circumstances.
- D. Staff mobile phones will not be used to take images or video of students or members of the community. School iPads and digital cameras will be provided for this purpose.
- E. Members of the school community with mobile phones at school will ensure they do not disturb classes.

Responsibilities

- A. The Coordinator will oversee the implementation of this policy.
- B. Staff members are responsible for taking a mobile phone on school outings.

Related Legislation

- A. Privacy Act
- B. Criminal Code Act 1899

Related Kerry Street Documentation

- A. Acceptable Use of Mobile Phones Agreement - Student
- B. Acceptable Use of Mobile Phones Agreement - Staff
- C. Policies including:
 - 1. Excursion Policy
 - 2. Email and Internet Use policy
 - 3. Privacy Policy
 - 4. Camp Policy
 - 5. Emergency Procedures Policy
 - 6. Asthma Care Policy
 - 7. Severe Allergies Policy
 - 8. Illness and First Aid Policy

Further Information

- A. Australian Mobile Telecommunications Association
- B. http://www.aflq.com.au/wp-content/uploads/2015/03/Photographing_Young_Children_Policy_Guidelines.pdf

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Acceptable Use of Mobile Phones at KSCS – Students
- B. Acceptable Use of Mobile Phones at KSCS – Staff

Authorisation and Review

- A.** This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B.** Policy reviewed by meeting of staff and council on 13/1/06
- C.** This policy was reviewed September 2012
- D.** Reviewed and accepted by council and coordinator Feb 2016
- E.** To be reviewed Feb 2022

Helen Sugars Duff

Acceptable Use of Mobile Phones at Kerry Street Community School

STUDENTS

1. Purpose

- 1.1 The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Acceptable Use Document is designed to ensure that potential issues (such as mobile etiquette) 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 Kerry Street Community School has established the following Acceptable Use Document for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3 In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read and understand the Acceptable Use Document.
- 1.4 The Acceptable Use Document for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1 Personal safety and security

Kerry Street Community 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 Young people and mobile phones

The scientific evidence does not indicate the need for special precautions for either adults or children in the use of mobile phones. This view is supported by the World Health Organisation (WHO) and other leading experts and health authorities internationally.

Mobile phones sold in Australia are required to comply with the Australian Communication Authority's Electromagnetic Energy (EME) safety standard, which is for all people, including children. The safety margins on national and international guidelines are significant and already take into account any differences in exposure that could be experienced by children due to conductivity and head size.

3. Responsibility

- 3.1 It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone to their children should be made by parents or guardians.
- 3.3 Parents should be aware if their child takes a mobile phone onto school premises.
- 3.4 Permission to have a mobile phone at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this document. Parents/guardians may revoke approval at any time.

4. Acceptable Uses

- 4.1 Mobile phones should be switched off during classroom lessons. Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will

be handled on a case-by-case basis, and should be directed to their classroom teacher. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

- 4.2 While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

5. Unacceptable Uses

- 5.1 Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school lessons.
- 5.2 Students with mobile phones may not engage in sending group SMS messages to more than 10 people at the same time.
- 5.3 Mobile phones should not disrupt classroom lessons by ringing or beeping.
- 5.4 Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Teacher or Coordinator.

6. Theft or damage

- 6.1 Students are required to mark all their mobile phone clearly with their names.
- 6.2 Students who bring a mobile phone onto school premises should leave it in their bag or place it in their desk as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- 6.3 Mobile phones which are found in the school and whose owner cannot be located should be handed into the office.
- 6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 6.6 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 may not be shared.

7. Inappropriate conduct

- 7.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Teacher or Coordinator.
- 7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Teacher or Coordinator.*
- 7.3 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 actions as sanctioned by the Teacher or Coordinator.*

* 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 Teacher or Coordinator is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

8. Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones at Kerry Street Community School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone 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 this document.

Parent name (print) _____

Parent signature _____

Date _____

Student name (print) _____

Mobile phone number _____

Student signature _____

Date _____

Teacher name (print) _____

Teacher signature _____

Date _____

If you have comments or suggestions, please speak with the Coordinator.

APPENDIX 1 - Mind Your Mobile Manners

The Australian Mobile Telecommunications Association (AMTA) encourages individuals to use their mobile phones in a responsible manner and to be considerate and aware of situations where using their mobile phone might annoy others.

- 1. When in doubt, always go out:** When possible go outside or to another room to make your call if your call might disturb others. Also, features such as text messaging answering services, call diversion and vibration alert can be used to receive important calls without disturbing others.
- 2. If you can't turn it off, use silent mode:** If you need to keep your phone on for important calls, then turn it to silent or vibrate mode. It's the ring of a mobile phone in inappropriate places and times such as at the tennis or in restaurants which annoys people the most.
- 3. When required turn your phone off and check it's off:** There are some places where people should never talk on a mobile phone or send text messages and where the ringing of a mobile phone or message alert is considered highly unacceptable, such as: movies, stage shows, weddings, funerals, concerts, speeches, classrooms and lectures. In these cases, turn your phone off and remember to check it's off before you enter the venue. You can always check your voicemail, text messages or your answering service afterwards.
- 4. Keep your conversations private:** People's sense of personal space varies in each situation. Making a call in a busy pub may be okay, but talking loudly in a confined space like a lift or on a train tends to infringe on others personal space. Be aware of where you are and who you are with and what others are doing before deciding to make or accept a call. In some situations it might be better to send a text message.
- 5. Speak softly:** Mobile phones have very sensitive microphones that can pick even the softest voice, so there is no need to shout. If you are having trouble hearing the other caller, check that you have the volume on your phone set high enough.
- 6. You don't always have to answer- use your messaging service:** It's a natural reflex to answer your phone if it rings, however, if you forget to put your phone on silent or vibrate mode and it rings at an inappropriate moment, send the call to voice mail or your answering service (usually by pressing the hang-up key).
- 7. Talk to the one you're with:** If you receive a call during a conversation, send the call to your voicemail or answering service. Your first priority should be to the person you are with. However, if you are expecting an important call let the person you're with know before the call arrives and excuse yourself before accepting the call.
- 8. Don't send inappropriate messages:** Don't send offensive or threatening text because it is a criminal offence to use a mobile phone to menace or harass someone. Also receivers can save messages and easily identify you as the sender.
- 9. Respect others' privacy when using in phone cameras:** In-phone cameras shouldn't be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets. You should ask for permission before you take someone's picture.
- 10. Ban the ring: not the phone:** Wherever conversations are normally acceptable, venues can help by asking people to turn their phone to silent or vibrate mode rather than turning it off. This approach will help with compliance, especially for people who need their phone for important calls. Venues can also assist by reminding people to set their phone to silent mode, before they enter.

Acceptable Use of Mobile Phones at Kerry Street Community School

STAFF

9. Purpose

- 9.1 Kerry Street Community School has established the following Acceptable Use Document for mobile phones that provides teachers guidelines and instructions for the appropriate use of mobile phones during school hours.
- 9.2 In order for staff to carry a mobile phone during school hours they must first read and understand the Acceptable Use Document.
- 9.3 The Acceptable Use Document for mobile phones also applies to staff during school excursions, camps and extra-curricular activities.

10. Responsibility

- 10.1 It is the responsibility of staff who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- 10.2 Permission to have a mobile phone at school is contingent upon having read and signed this document.

11. Acceptable Uses

- 11.1 Mobile phones should be switched off during classroom lessons. Exceptions may be permitted in exceptional circumstances, should the staff member specifically request it. Such requests will be handled on a case-by-case basis, and should be directed to the Coordinator. Staff are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure you are reached quickly, and assisted in any appropriate way.
- 11.2 While on school premises, staff should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

12. Unacceptable Uses

- 12.1 Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school lessons.
- 12.2 Staff with mobile phones may not engage in sending group SMS messages to more than 10 people at the same time.
- 12.3 Mobile phones should not disrupt classroom lessons by ringing or beeping.
- 12.4 Should there be repeated disruptions to lessons caused by a mobile phone, the responsible staff member may face disciplinary actions as sanctioned by the Coordinator.

13. Theft or damage

- 13.1 Staff who bring a mobile phone onto school premises should leave it in their bag or place it in/on their desk as soon as they arrive.
- 13.2 Mobile phones which are found in the school and whose owner cannot be located should be handed into the office.
- 13.3 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 13.4 The school accepts no responsibility for staff who lose or have their mobile phones stolen while

travelling to and from school.

- 13.5 It is strongly advised that staff use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (eg by others, or if stolen). Staff should keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

14. Inappropriate conduct

- 14.1 Any staff member who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Coordinator.*
- 14.2 Staff 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. Staff using mobile phones in a manor perceived to bully others will face disciplinary actions as sanctioned by the Coordinator.*

* 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 Teacher or Coordinator is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

15. Agreement

I have read and understand the above information about appropriate use of mobile phones at Kerry Street Community School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I understand I am responsible for ensuring that my mobile phone is used appropriately and correctly as outlined in this document.

Staff name (print) _____

Mobile phone number _____

Staff signature _____

Date _____

If you have comments or suggestions, please speak with the Coordinator or Council President.

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- 3. When required turn your phone off and check it's off:** There are some places where people should never talk on a mobile phone or send text messages and where the ringing of a mobile phone or message alert is considered highly unacceptable, such as: movies, stage shows, weddings, funerals, concerts, speeches, classrooms and lectures. In these cases, turn your phone off and remember to check it's off before you enter the venue. You can always check your voicemail, text messages or your answering service afterwards.
- 4. Keep your conversations private:** People's sense of personal space varies in each situation. Making a call in a busy pub may be okay, but talking loudly in a confined space like a lift or on a train tends to infringe on others personal space. Be aware of where you are and who you are with and what others are doing before deciding to make or accept a call. In some situations it might be better to send a text message.
- 5. Speak softly:** Mobile phones have very sensitive microphones that can pick even the softest voice, so there is no need to shout. If you are having trouble hearing the other caller, check that you have the volume on your phone set high enough.
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