



# ICT, Mobile Phone Acceptable Use Policy

## **1. Rationale or Purpose**

The Mobile Phone Policy at Somerville Rise Primary School supports student learning and the school curriculum.

The following basic belief guides the implementation of the Mobile Phone Policy. It is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile phones. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile phones by students and involves parents as partners in assisting their children in the proper use of mobile phones. It is underpinned by an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take a mobile phone to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's rules.

Students, their parents or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to school.

## **2. Policy Statement**

At Somerville Rise Primary School staff understand that the widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools. This Mobile Phone Policy is based on acceptable use and 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 our students.

Somerville Rise Primary School has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

Students, their parents or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities

### **3. Implementation :**

#### **Responsibility**

- It is the responsibility 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 or guardians.
- Parents should be aware if their child takes a mobile phone to school.
- Permission to have a mobile phone at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

#### **Acceptable Uses**

- Mobile phones should be switched off and kept in their school bags during classroom lessons, recess and lunchtimes. 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.
- While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert.
- Mobile phones should not be used in any manner.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

#### **Unacceptable Uses**

- Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
- Mobile phones must not disrupt classroom lessons with ringtones or beeping.
- 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 "gang up" on 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 a mobile phone to menace, harass or offend another person 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 to the school.

- Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions in accordance with SRPS discipline procedures.

### **Theft or damage**

- Students should mark their mobile phone clearly with their names.
- Students who bring a mobile phone to school should leave it away in their bag when they arrive. 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.
- Mobile phones that 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 lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 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.
- 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 student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action in accordance with SRPS discipline procedures.
- 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 in accordance with SRPS discipline procedures.
- [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 in accordance with SRPS discipline procedures has been taken and it is deemed that further action is required, as with all such incidents, the school may consider it appropriate to involve the police.]

### **Sanctions**

- Students who infringe the rules set out in this document could face being banned from having their phones at school. The student's parent would be informed of such actions.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.
- As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.



#### **4. Evaluation and review**

A review of the Mobile Phone Policy will be undertaken every two years.

The review will be the responsibility of the school's Leadership Team and will be based on feedback from parents and staff members.

This policy was ratified by school council May 12<sup>th</sup> 2014



## Acceptable Use Agreement for Internet and digital technologies

Somerville Rise Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

### Part A - School support for the safe and responsible use of digital technologies

Somerville Rise Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Somerville Rise Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technologies, including mobile phones, iPods and the internet;
- provide a filtered internet service ;
- provide access to the Department of Education and Early Childhood Development's search engine Connect ;
- provide supervision and direction in online activities and when using digital technologies for learning;
- support students in developing digital literacy skills;
- have a cybersafety program at the school which is reinforced across the school ;
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions) ;
- provide support to parents/carers to understand this agreement (e.g. language support) ;
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home.

If you have any concerns about this agreement or ideas for making the agreement better contact Mark Dewhurst. For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

**Please read the Acceptable Use Agreement (attached) with your child, sign and return the agreement to your child's class teacher. Use of digital technologies will be restricted until the agreement is received by the class teacher.**

**Please note that this agreement is effective for the duration of your child's enrolment at Somerville Rise Primary School. If at any time you do not agree with this agreement and would like to withdraw your child from the use of the internet or digital technologies, please advise the school in writing.**

Andrew Felsing  
Principal



**Part B - Student Agreement**

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my mobile phone, iPod or other mobile device I agree:

- mobile phones should be switched off and kept out of sight during classroom lessons. 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;
- while on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert;
- mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school;
- students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student’s number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages; and
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

**Acceptable Use Agreement for internet and digital technologies**

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.**

**Student Name** ..... **Year Level**  
.....

**Student Signature** .....

**Parent/Carer Signature** .....

**Date:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_



## Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones at Somerville Rise Primary 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 \_\_\_\_\_