



MOBILE PHONE POLICY

Rationale

When used appropriately, mobile phones offer our students a strong sense of personal safety. At Vaucluse Public School we do not encourage students to bring a mobile phone to school. We accept that some parents give their children mobile phones for personal security or safety. Mobile phones have the capacity to have a negative impact on the learning environment and when used inappropriately can put safety and wellbeing of students at risk. The widespread ownership of mobile phones among young people requires the staff, students and parents of Vaucluse Public School to take steps to ensure mobile phones are used in a responsible and safe manner.

The purpose of this policy is to ensure that:

- Mobile phone use does not disrupt the teaching and learning environment for any student or teacher,
- Potential risks to student safety and well-being posed by inappropriate use of mobile phones can be identified and addressed,
- Students, staff and parents have clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones.

Responsibility

- Vaucluse Public School strongly discourages students from bringing mobile phones to school. However, if parents deem it necessary for students to have a phone at school, it is conditional on students following the appropriate guidelines outlined in this document,
- The decision to bring a phone to school must be made by parents and caregivers.
- Permission for students to have a mobile phone is contingent on parents, caregivers and students signing the ***Appropriate Use of Mobile Phones at School Agreement***,
- It is the responsibility of all staff and parents to comply with the appropriate use of mobile phones guidelines as outlined in this document and DEC policy,
- The school accepts no responsibility for, lost, stolen or damaged phones in the instance that they have not been signed in. The school also accepts no

responsibility for students who lose or have their phones stolen while travelling to and from school.

Guidelines for Acceptable Use of Mobile Phones

Students

- Students are only permitted to bring a mobile phone to school once the ***Appropriate Use of Mobile Phones Agreement*** has been co-signed by parent and student,
- All students are to be made aware of the unacceptable uses of mobile phones to ensure they have a clear understanding of appropriate use,
- Mobile phones should be switched off as soon as students enter the school grounds,
- All mobile phones are to be handed to the Main Office Staff before 9.15 am each day and retrieved at 3.20 pm. Phones will be kept in a secure location during the school day,
- Students will only be granted permission to access their phone between 9.20 am and 3.20 pm under exceptional circumstances. Such requests will be handled on a case-by-case basis and should be directed to an Assistant Principal. Parents are reminded that in cases of emergency or when messages need to be passed on to students, the school office remains the sole point of contact and will ensure any student is contacted and assisted in an appropriate and timely manner,
- Students should protect their phone numbers by only giving them to friends and family to ensure they are receiving communication from people known to them. It is strongly advised that students use passwords or pin numbers to ensure unauthorised phone calls or SMS messages cannot be made from their phone by anyone other than the owner of the phone. Students must not lend their phone to another student at any time. The student who owns the phone will be held responsible for its use,
- Students should label their mobile phones clearly with their names,
- Students are not permitted to bring mobile phones on school excursions and overnight camps under any circumstances. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

Staff

- During teaching time, while on playground duty and during meetings, mobile phones should be switched off or put on silent.

Parents & Community Members

- At all official school functions, during meetings or when assisting in classrooms, mobile phones should be switched off or put on silent.

Unacceptable Use of Mobile Phones

- Unless express permission is granted, students are not to be in possession of a mobile phone at any time between 9.15 am to 3.20 pm. Mobile phones should not be used to make calls, send SMS messages, access the internet, take photos or use any other application while students are on school grounds,
- Using mobile phones in an inappropriate manner is unacceptable and will not be tolerated.

Inappropriate uses of mobile phones include but are not limited to:

- Using a mobile phone at a time that will disrupt the learning environment or interfere with the operation of the school,
- Making calls or sending messages with the intent to bully, harass or threaten another person,
- Using mobile phones to take photographs of other people without their consent,
- Using obscene, derogatory or socially unacceptable language while using a mobile phone,
- Using mobile phones to receive, download and display inappropriate photographs or other material.

Consequences of Inappropriate Use of Mobile Phones

Students who engage in inappropriate use of mobile phones will be subject to disciplinary action in accordance with the school's discipline policy. Some inappropriate uses can constitute criminal behaviour and will be reported to the police.

Sanctions

- Students who infringe the guidelines in this document will have their phone confiscated by school staff. The phone will be stored securely until the student's parents are informed and arrangements are made for the parents to collect the mobile phone,
- Repeated infringements will result in the withdrawal of the agreements to allow the student to bring the mobile phone to school.

Related Technology

Related technology such as portable computer games, iPods, MP3s, iPads and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of mobile phones will apply equally to these devices.

Implementation

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures,
- The community will be made aware of this policy through the weekly newsletter, P&C meetings and the school website,
- The policy will be included in the enrolment package for all new students.



Vaucluse Public School
~ est. 1858 ~

APPROPRIATE USE OF MOBILE PHONES AT SCHOOL AGREEMENT

Student Name: _____

Class: _____

Student Mobile Phone Number: _____

Vaucluse Public School accepts that some parents give their children mobile phones to protect them from everyday risks involving personal security and safety. The school has clear guidelines and procedures for the appropriate use of mobile phones as outlined in the Vaucluse Public School Mobile Phone Policy. For any student to bring a mobile phone onto school grounds they must have read and clearly understood the policy as well as co-signing with their parent.

Student Agreement

I have read the Vaucluse Public School Mobile Phone Policy and agree to the following:

- I will sign my phone in to the Assistant Principal or delegate at 9.15 am when bringing my phone to school and sign it out again at 3.20 pm.
- I understand and will follow all the guidelines for acceptable use of mobile phones at Vaucluse Public School.
- I understand the behaviours and actions that constitute unacceptable use of mobile phones and will not engage in these behaviours at any time. I understand that if I break the terms of this agreement my phone will be confiscated, my parents will be informed, and I may be banned from bringing my phone onto school grounds.

Student Name (print): _____

Student Signature: _____

Date: _____

Parent Agreement

I give permission for my child to carry a mobile phone to school. I have read the Vaucluse Public School Mobile Phone Policy and discussed the guidelines and procedures with my child. I agree to support the school policy including decisions and actions regarding inappropriate use of mobile phones and related technology. I understand that this form will be kept on file and that details provided may be used to assist in the identification of mobile phones.

Parent Name (print): _____

Parent Signature: _____

Date: _____