



Mobile Phone and Devices Acceptable Use Policy

Last reviewed September 2017

Purpose and Rationale

The widespread ownership of mobile phones and other digital devices such as smart watches among students requires that school administrators, teachers, students and parents take steps to ensure that such mobile devices are used responsibly at school. This 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 our students.

Middle Harbour Public School accepts that parents give their children mobile phones for personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to and from 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.

The Acceptable Use Policy for mobile devices does not apply to students during school excursions, camps and extra-curricular activities. Mobile phones are not permitted at these activities. When representing the school at sporting activities, the same responsibilities and consequences will be applied as at school.

Responsibilities – Students and Parents

Students and their parents or guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to school. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Middle Harbour Public School's Acceptable Use Policy.

The decision to provide a mobile phone to their child should be made by parents or guardians. Parents should be aware if their child takes a mobile phone (or other mobile device) to school.

Acceptable Uses of Mobile Phones at School

Using mobiles responsibly at school:

Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school. Students should not use mobile phones to make calls, send text messages, access the internet, take photos or use other applications, including but not limited to group messaging or gaming apps, while they are on school grounds. If contact is needed to be made with a parent or carer during school office hours (8:30-3:30pm) it should come from the school office.

Mobile phones must be turned off prior to or on arrival at school and left in students' school bags. This will disable location services whilst at school. Parents are reminded that in cases of emergency, the school office (9953 6232) remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way. Mobile devices are **not** to be used for any reason in toilets or changing rooms or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

The procedures applying to the inappropriate use and security of mobile phones apply equally to the inappropriate use of all other portable computer games, iPads, iPods, smart watches and similar devices.

Cyberbullying:

Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Students and parents are reminded that 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 or other mobile devices must not be used to take photos, audio or video of any other student, teacher or school staff without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos, audio or videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo, audio or video.

Theft or damage:

To avoid disputes and assist in finding owners, younger students may want to mark their mobile device clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost. Students who bring a mobile device to school do so at their own risk. Mobile devices that are found in the school and whose owner cannot be located must be handed to the school office. Parents are also encouraged to download the 'Find My Phone' app or similar to assist in tracking a student's phone.

Middle Harbour Public School accepts no responsibility for replacing lost, stolen or damaged mobile devices.

Middle Harbour Public School accepts no responsibility for loss or damage to mobile phones that occurs during school hours or while travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised use of their phones cannot be made (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential.

If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks.

Acceptable Uses of Mobile Phones at School

Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal.

Students who infringe the guidelines and rules set out in Middle Harbour Public School's Acceptable Use Policy could face having their mobile devices confiscated by teachers. The mobile device would be taken to a secure place within the school and the student's parent informed. Appropriate arrangements would then be made for the parents to collect the mobile device.

Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone or digital device to school.

Failure to heed the rules set out in Middle Harbour Public School's Acceptable Use Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

This policy was ratified by School Council on 16 October 2017.



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I have read and understand Middle Harbour Public School's Policy for Acceptable Use of mobile phones and other mobile devices at school.

I understand that this form will be kept on file at the school and that the details may be used (and shared with the appropriate authorities, if necessary) to assist in identifying a mobile phone or other device should the need arise (eg if lost, or if the phone or device is being used inappropriately).

I give my child permission to carry a mobile phone (or other device) 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 Middle Harbour Public School's mobile phone Acceptable Use Policy.

Parent name (print): _____

Parent signature: _____

Date: _____