



# MOBILE PHONE AND INTERNET ENABLED DEVICE ACCEPTABLE USE POLICY

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## 1. Rationale

Mobile phones and internet enabled devices have become a significant component of young people's lives. Together with this use of new technology, comes a whole new set of problems relating to access rights, privacy and harassment.

The increased ownership of these devices requires that college administrators, teachers, students, and parents take steps to ensure that they are used responsibly within the College environment.

Some concerns relating the use of mobile devices in the school environment may include:

- Disruption to educational programs through:
  - the receipt and transmission of text messages or emails.
  - playing games installed on the device.
- Privacy concerns mainly related to the ability of many devices to take photographs, videos or record conversations in the ignorance of those being recorded.
- Loss and/or theft of the mobile device (phone, laptop, net book etc).
- Accessing inappropriate sites independent of the College network.

However, these concerns must be balanced with the need for students to communicate with parents. This Acceptable Use Policy is designed to ensure that potential issues are clearly identified and addressed

## 2. Application

Students

## 3. Policy Statement

In order for students to bring a mobile phone or internet enabled device to school, students and their parents or guardians must first read, understand and agree to the Acceptable Use Policy.

### 3.1 Responsibility

It is the responsibility of students who bring mobile devices onto school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile device to their children should be made by parents or guardians and as such parents should be aware of this policy if their child takes a mobile device onto school premises.

Permission to bring a mobile device to school while under the College's supervision is contingent upon parent/guardian permission in the form of a signed acceptance of this policy. Parents/guardians may revoke approval at any time but must notify the College of their decision. Students must also sign an acknowledgement of this policy to enable them to bring a mobile device to school.

### **3.2 Mobile Phones**

- a) Mobile phones are not to be used during the school day.
- b) **They are to be switched off and placed in the Student Office or left in the Student's locker during school hours.** There are no exceptions.
- c) If mobile phones are seen or heard by staff during the school day, the phone will be confiscated. This applies from entering the College grounds at the beginning of the day until 3.00pm.
- d) In cases of emergency, the Student Office (3631 9070) remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way. Students can also report to the Student Office and ask for their phone to make an important call to their parents.

### **3.3 Laptop and Netbook computers**

These devices may be used in class for educational purposes such as taking notes or completing assignments. Where these devices are internet enabled they will also be subject to the Acceptable Information Technology Use Policy (Students):

### **3.4 Other Wireless Devices**

All devices that are wireless enabled will also be subject to this policy

### **3.5 Mobile Device Unacceptable Uses**

- a) Using a mobile device to cheat in exams or assessments.
- b) Using the device to bully another person (student, parent, staff or members of the public). It is a criminal offence to use a mobile device to menace, bully, harass or offend another person. Students with mobile devices must not engage in personal attacks, harass another person, or post private information about another person using emails, SMS messages, taking/sending photos or objectionable images or phone calls.
- c) Taking, storing or displaying inappropriate images/videos or sending such material to other devices.

### **3.6 Theft or Damage**

- a) In order to reduce the risk of theft during school hours, students who bring mobile devices to school are requested to place them in the Student Office or lock them in their locker (in the case of netbooks and laptops they may be locked in lockers when not in use).
- b) Students are required to mark their mobile device clearly with their names. Mobile devices which are found in the College and whose owner cannot be located should be handed to the Student Office.
- c) The College accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on College premises or at College sponsored functions.
- d) The College accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

- e) It is strongly advised that students use passwords/pin numbers to stop unauthorised use of the device (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones particularly and/or passwords must not be shared.

### 3.7 Sanctions

#### 3.7.1 Phones

- a) Students infringing on the rules noted above will have their phone confiscated. It will be taken to the Student Office for safe keeping. The student may collect his phone from the Student Office at 3pm on that day. The student will also receive a 45 minute detention and a warning card will be provided to the student.
- b) A second infringement could result in forfeiture of the privilege of the student to bring a phone to school. Parents will be asked to collect the phone from the Student Office. The student will also be given a 90 minute detention.
- c) Unacceptable use as outlined above, will result in the student being suspended from school and will require an interview with the parents, the relevant House Dean and the Dean of Students. If these actions result in the matter being referred to the police, the parent/guardians(s) will be informed as a matter of urgency.

#### 3.7.2 Internet enabled and other wireless Devices (Laptops, Netbooks, iPods etc)

Unacceptable use will result in the student being suspended from school and will require an interview with the parents, the relevant House Dean and the Dean of Students. If these actions result in the matter being referred to the police, the parent/guardians(s) will be informed as a matter of urgency.

<b>Responsible Officer</b>		Dean of Students	
<b>Review</b>		December 2017	
<b>Associated Documents</b>		Acceptable Technology Use Policy (Students)	
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
[1.3]	Authorised by [Principal]	[05/ 05/2010]	[05/05/2010]