

# Dundas Public School Policy and Contract for the Acceptable Use of Mobile Phone/Communication Devices at School



This policy provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phone/communication devices during school hours. It is designed to ensure that potential issues can be clearly identified and addressed ensuring that mobile phone/communication devices are used appropriately to ensure personal security and safety.

In order for students to carry a mobile phone/communication device during school hours, students and their parents or carers must read and understand the Acceptable Use Policy. This policy also applies to students during school excursions, camps and extra-curricular activities.

## RESPONSIBILITY

- It is the responsibility of students who bring mobile phone/communication devices onto school premises to adhere to the guidelines outlined in this document.
- Parents should be aware if their child has a mobile phone/communication device on school premises.
- Permission to have a mobile phone/communication device at school while under the school's supervision is authorised by the signing of this Policy and contract.
- Parents/carers may revoke approval at any time.

## ACCEPTABLE USES

- Mobile phone/communication devices are to be switched off or on silent during the school day. Exceptions may be permitted in exceptional circumstances and should be directed to the Principal.
- In cases of emergency, the Office Staff remain a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

## UNACCEPTABLE USES

Students may have their mobile phone/communication device contract suspended by the principal if the student:

- Uses their mobile phone/communication device to make calls, send SMS messages, search the internet, take photos or any other application during the school day.
- Plays electronic games on mobile phone/communication devices during school hours, either in classrooms or in the playground.
- Disrupts classes with their mobile phone/communication devices ringing or beeping.
- Accesses their mobile phone/communication device during any exam, test or assessment task.
- Uses vulgar, derogatory, or obscene language while using a mobile phone/communication device.
- Engages in personal attacks, harass another person, or post private information about another person using phone calls, SMS messages, taking/sending photos or objectionable images.
- Uses mobile phone/communication devices to bully other students or teachers.

*It is a criminal offence to use a mobile phone/communication device to menace, harass or offend another person and the school may consider it appropriate to involve the police.*

## THEFT OR DAMAGE

- Students are required to mark their mobile phone/communication device clearly with their names and leave their mobile phone/communication device in their bag as soon as they arrive at school.
- Students are advised to keep them well concealed and not 'advertise' they have them at school.
- Mobile phone/communication devices which are found in the school should be handed to the front office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phone/communication devices, either whilst at school, or whilst travelling to and from school.
- Students should use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones and keep their password/pin numbers confidential.

**Effective:** August 2018

**Review Date:** August 2019