

Kincumber Public School Policy for the Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices in Schools by Students.

Introduction

There is a range of technology available today including mobile telephones, pagers, digital cameras, portable CD and MP3 players/iPods, personal digital assistants and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

Kincumber Public School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

Where students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:

Student Responsibilities

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage or for investigating loss or damage. Students who bring them to school do so at their own risk.
- Students will use their mobile phone in a way which reflects the school expectations of being a *Safe, Respectful Learner*.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all cases.

Improper use of mobile telephones or other electronic devices may result in:

- Planning room or other appropriate disciplinary measure as determined by the school's discipline policy.
- The student being required to hand in their mobile telephone or other electronic device at the beginning of the school day for collection when the student goes home.

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- Confiscation of the mobile telephone or other electronic device until such time as their parent or caregiver is able to attend school to collect the device.
- Other disciplinary action, including reporting to police, in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.

Emergency Contact

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent to the student.
- If a student needs to make emergency contact with anyone they must do so through the school's main office, not from a personal mobile device.

Conditions Of Use

To retain the privilege of using a mobile phone at school, students and parents must agree to, and abide by, these conditions of use which have been endorsed by school staff and the Parent and Citizens Association of Kincumber Public School.

1. Parents should advise the principal in writing that their child is in possession of a mobile phone (or similar device) and request that the child's name be recorded on a register and submit the attached agreement. By signing the document, both the parent and student agree to the conditions of use.
2. Once at school, phones/devices are to be turned off or on silent and kept in bags while students are in class. Phones that ring or beep during the school day disrupt the learning environment. In the first instance the student will be warned, asked to turn the phone off and their name will be reported to the principal.
3. Students will be permitted to turn phones on to check for messages from parents during the lunchtime eating session in class and then turned off and placed back into their bags before entering the playground. At recess students can check phones before going to the playground but must leave the mobile phones in their bags.
4. If a breach of these conditions occurs more than once the phone will be given to the principal and parents will need to collect the phone from school. The phone will be turned off and kept in a secure storeroom.
5. Students must not lend a phone to another student for use as a phone, for text (or picture) messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use.
6. A mobile phone pass (to be shown at the request of school staff) will be issued by the principal or relieving principal to each student whose name is recorded in the register. Phones, in possession of students who can not show their pass when asked, will be given to the principal and parents will need to collect the phone from school. The phone will be turned off and kept in a secure storeroom.
7. It is the school's responsibility to contact parents in the event of illness, injury or behaviour incidents. Students are expected to continue the immediate reporting of incidents such as accident/illness or behaviour to teaching staff during school hours

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for their action. Students who use their device to contact parents in such instances will forfeit the right to have a phone pass.

8. Special conditions for the use of mobile phones on overnight excursions will be developed and communicated to students prior to such excursions and may change depending on the circumstances of the excursion.

Introduction and Reinforcement of Mobile Phone Policy

- Teachers will discuss this policy with classes upon ratification.
- When inappropriate use is detected it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy in the newsletter.
- The policy will be published in the handbook given to all new enrolments.

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PARENT/CARER MOBILE PHONE AGREEMENT

I have read and understand the above information about appropriate use of mobile phones (or similar device) at Kincumber Public School and I understand that this form will be kept on file at the school and that the details will be recorded on a register and may be used (and shared with a third party, if necessary) to assist to identify a phone (or device) should the need arise (e.g. if lost, or if the phone (or device) is being used inappropriately).

I give my child permission to carry a mobile phone (or similar 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 this document.

Parent name (print) _____

Parent signature _____

Date _____

Student name (print) _____

Mobile phone number _____

Student signature _____

Date _____