



The widespread ownership of mobile phones, Smart Phones and Personal Digital Devices (PDD's) among young people requires that school administrators, teachers, students, and parents take steps to ensure that they are used responsibly.

A PDD includes, but is not limited to such things as iPhones, music players (iPods), game players, digital organisers and mobile internet connection devices. As technology develops, it creates variations and combinations. These and new devices will be included in this policy.

This Acceptable Use Policy is designed to ensure that mobile phones and PDD's are used positively in school by ensuring that potential issues are clearly understood and conflicts avoided, enabling their benefits to be enjoyed by our students.

Students, their parents or care-givers must read and understand this Acceptable Use Policy, which also applies during school excursions, camps and extra-curricular activities.

PDD / Mobile Phone Uses

All digital devices including mobile phones are either to be switched off and kept out of sight so as not to be disruptive in any learning environment.

These devices can have many positive uses but if used inappropriately in an educational environment, can adversely affect the core business of teaching and learning as well as student and staff well-being. In particular, mobile phones have some inherent social dangers and there are possible legal implications if used inappropriately.

Appropriate Use R-6

Mobile phones and PDDs are to be *switched off and out of sight*. They are *not* to be used during break times, including before school. They should be placed in a locked facility during school time.

Camps and Excursions are an extension of classroom lesson time with a learning situation taking place. Digital devices may be used *with the expressed permission of the teacher*.

Appropriate Use 7-12

In the school grounds and at break times:

PDD's and mobile phones may be used *provided they do not cause embarrassment or harm to other students, staff or visitors to the school*.

Camps and Excursions are an extension of classroom lesson time with a learning situation taking place. Digital devices may be used only with *the expressed permission of the teacher*.

During lessons and study times:

Mobile phones and PDDs are to be *switched off or on silent, and out of sight*.

Year 11 and 12 students:

PDDs and mobile phones may only be used *with the expressed permission of the teacher during supervised study*. At all other times they are to be switched off and out of sight.

Students *must* be considerate and aware of situations where using them might annoy or disrupt others.

Inappropriate Use / Conduct

As mobile phones and PDDs, have personal recording, storage and transmission capacities, students must apply care and forethought to avoid antisocial and illegal use.

- Mobile phones and PDDs are not to be used to record, store or transmit offensive material, including offensive ring tones.
- Possession and/or sharing of offensive or pornographic material via a mobile phone or PDD is a criminal offence.

- Students are not to engage in antisocial behaviour, in particular using a mobile phone to threaten, bully or harass others as it is a criminal offence. Please note, mobile phone calls, text messages and emails can be traced.
- Mobile phone and PDD audible sounds or music must not be disruptive to anyone.
- Unless teacher permission is granted, a mobile phone should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during lessons or in educational activities, such as assemblies and other group activities.
- Personal Mobile Phone or PDDs Charging: Peripheral equipment including power chargers and cables are not to be used while in a DECD workplace unless they have been tested and tagged in accordance with the Test and Tag inspection **Charging stations available in the 7-12 Library are for BYOD computers and Devices.**
- Mobile Phone or PDDs are not to be used as a wireless access point. This activity disrupts the wireless network. Mobile Phone users are not to create peer to peer networks.

Sanctions

Any students who infringe the guidelines set out in this document face having their phones or PDDs confiscated by a staff member/teacher. The device will be taken to a secure place within the school and will be available for collection by the student at the end of the day.

Students using a mobile phone or PDD inappropriately will face disciplinary action as sanctioned by the Principal.

In any instance, where a criminal offence is committed, the Principal is bound by law to involve the police.

Where it is believed a criminal offence has been committed the phones or PDDs will be confiscated by teacher and student's parent or carer informed. Permission to view the contents of the phone may be sought from parents where appropriate. Appropriate arrangements would then be made for the parents or police to collect it.

Infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone or PDD to school.

Personal safety and security

Eastern Fleurieu School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. However, parents are reminded that in all cases the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Due to our duty of care role, parents must contact the school direct before a child can be permitted to leave.

Theft or damage

Mobile phones and PDDs that are found in the school and whose owner cannot be located should be handed to front office reception.

The school accepts no responsibility for replacing lost, stolen or damaged electronic devices either at school or while travelling to and from school.

Responsibility

Parents and Carers should be aware of their child taking a mobile phone to school.

It is the responsibility of **Students** who bring mobile phones and PDDs to school to abide by this policy and agree to use these devices appropriately.

**Ratified by GC
Nov 2016**

Due for review: 2019



Policy Document – **SCHOOL OPERATIONS**
Mobile Phone and Personal Digital Devices Policy

Use Agreement

Parents /Carers-

Please return this form to the school **if your child has your permission to bring a Mobile Phone or PDD to school.**

Thank you.

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones and PDDs at Eastern Fleurieu School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in the identification of a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

(Please tick where appropriate)

I am aware I need to contact the school office direct if I need to pass a message to my child or for my child to leave the school during normal school hours.

- I give my child permission to carry a **mobile phone** to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly, as outlined in this document, while under the school's supervision.
- I give my child permission to carry **Personal Digital Device** to school and understand that my child will be responsible for ensuring that the PDD is used appropriately and correctly, as outlined in this document, while under the school's supervision.

Parent name (print) _____

Parent signature _____

Date _____

Student name (print) _____

Student's mobile phone number: _____

Student signature _____

Date _____

If you have comments or suggestions, please contact the Principal.

