

	<b>Responsible and Acceptable Use Policy for Mobile Devices</b>	<b>Endorsed by School Council:</b>  <b>June 2019</b>  Developed: June 2019
Information: 02 6076 1566    Manager: Principal	DET Schools Reference Guide: DEET Student Engagement and Inclusion Guidance, DEET Principles for Health and Wellbeing   Associated Policies: Student Engagement and Inclusion Policy	Next review: Term 1 2021  School Council recommendation - 12 months; June 2020  Issue No: 1.2

### 1. Purpose

1.1 The widespread ownership of mobile devices among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile devices are used responsibly at school. This Responsible and Acceptable Use Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our students.

1.2 Corryong College has established the following Responsible and Acceptable Use Policy for mobile devices that provides teachers, students and parent’s guidelines and instructions for the appropriate use of mobile devices during school hours.

1.3 Students, their parents or guardians must read and understand the Responsible and Acceptable Use Policy before students are given permission to bring mobile devices to school.

1.4 The Responsible and Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

### 2. Rationale

#### 2.1 Personal safety and security

Corryong College accepts that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile devices gives parents reassurance that they can contact their child if they need to speak to them urgently out of school hours. In school hours, the school office phone should be utilised.

### 3. Responsibility

3.1 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.

3.2 The decision to provide a mobile devices to their children should be made by parents or guardians.

3.3 Parents should be aware if their child takes a mobile devices to school.

### 4. Responsible and Acceptable Uses

4.1 During class or school programs mobile devices should be on silent or aeroplane mode. Parents and students are reminded that in cases of emergency and illness, the school office remains a preferred and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4.2 During recess, lunch and bus travel students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

4.3 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

4.4 Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student’s number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.5 Unless express permission is granted, mobile devices should not be used to make calls, send messages, search the internet, take photos or use any other application during school lessons and other educational activities, such as excursions, assemblies and school events. Students should only use their mobile devices before or after school or during recess and lunch breaks, only when completely necessary.

## 5. Unacceptable Uses

5.1 Mobile devices are not to be taken into any exam, assessment at any year level or examination room in the school. VCAA Policy bans the possession of any mobile device (phone, watch, etc) in an examination room. Students who fail to follow this instruction will face disciplinary action as sanctioned by VCAA and the Principal.

5.2 Mobile devices are to be kept in the students pencil case, pocket or locked locker and should not be brought out in class, unless used for an educational activity advised by the classroom teacher. The device should not disrupt classroom lessons with ringtones or beeping or students checking their phone. If the class or student is disrupted there will be consequences as per section 7; sanctions.

5.3 Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

5.4 It is forbidden for students to use their mobile devices or that of another student to take videos and pictures of acts to degrade and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student or staff member without their consent. It is a criminal offence to use a mobile devices phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.5 Mobile devices should never be used in a manner that may cause embarrassment or discomfort to fellow students, staff or visitors to the school. For example phones should not be used in areas such as the toilet, change rooms etc.

5.6 Should there be repeated disruptions to lessons caused by a mobile devices, the responsible student may face disciplinary actions as sanctioned by the Principal.

Mobile devices are not to be taken into any exam, assessment at any year level, or examination room and students who fail to follow this instruction will face disciplinary action as sanctioned by the Principal.

5.7 Any student who uses vulgar, derogatory, or obscene language while using a mobile devices phone will face disciplinary action as sanctioned by the Principal.

5.8 Students with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.

5.9 Students using mobile devices to bully other students will face disciplinary action.

***[It should be noted that it is a criminal offence to use a mobile devices to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]***

## 6. Theft or damage

6.1 Students should mark their mobile devices phone clearly with their names.

6.2. To reduce the risk of theft during school hours, students are advised to carry mobile devices on their person if not locked in their locker.

6.3 Mobile devices that are found in the school and whose owner cannot be located should be handed to front office.

6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

6.5 The school accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

6.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls or social media use cannot be carried out on their devices (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords must not be shared.

6.7 Lost and stolen mobile devices in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

## 7. Sanctions

7.1 Students who infringe the rules set out in this document will have their mobile device confiscated by teachers. The mobile device would be taken to the front office for secure holding and the students' parents/carers informed. Appropriate arrangements would then be made for the parents to collect the device. We will operate on a three strikes policy. If this is breached the student will forfeit the right to have a device at school.

7.2 Repeated or severe infringements may result in the withdrawal of the agreement to allow the student to bring the mobile devices to school.

7.3 As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

**REVIEW:** This policy will be updated every 3-4 years as outlined by Department or sooner if college needs are raised. Refer to 'next review' date (front page).