

# Mobile Phones (Student Use)

*This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.*

## **The Hazard- Mobile Phones**

Mobile phones can create a range of hazards when brought to school:

- They are valuable items that can easily be lost, stolen or damaged in the school environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in schools not only disrupts learning for the phone user but also for fellow students.

## **David Scott School's Policy**

David Scott School acknowledges the widespread ownership of mobile phones amongst our students and that parents may wish for their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at school must be balanced with the responsibility to use it appropriately.

This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

The David Scott School has established this acceptable use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobiles during school hours.

It is our policy that:

- Students must sign and return an Information and Communication Technology (ICT) Acceptable Use Agreement.
- Mobile phones are brought to school at the owner's own risk. No liability will be accepted by the David Scott School in the event of loss, theft or damage of the phone;
- Mobile phones must be kept on silent or do not disturb and kept out of sight during classroom lessons and school activities, only used when usage will not disrupt the normal school routine.
- The use of mobile devices as a teaching and learning tool may be required occasionally but will be at the direction of the classroom teacher. The responsibility for ensuring correct educational use rests with the class teacher;
- Where appropriate, teachers will indicate to parents via appropriate documentation that mobile phones will be permitted on school excursions and during camps.
- Staff will be informed of exceptions where a student may have special circumstances requiring the access to and use of their mobile phone during class times (e.g. health or wellbeing issues, reasonable adjustment) only then when the alternative

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arrangement has been pre-approved by the relevant staff in consultation with the Principal or Assistant Principal;

- Mobile phones must not be used inappropriately. Refer to our Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies;
- Non-education use of phone cameras is not permitted within the school grounds where it would be considered inappropriate such as in the school's bathrooms or in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school;
- Students should never photograph or record any person without their express permission;
- Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- Parents will be informed that in cases of emergency, the school office remains the appropriate contact and will ensure students are reached quickly and assisted in an appropriate way.
- It is against the guidelines of the Education department for staff to share personal mobile numbers with students or parents of students. All communication should be via a landline or one of the school mobile phones. Sharing of personal numbers, addresses etc. is a serious breach of Education Department guidelines;

## Cyber-bullying

- Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it may constitute criminal behaviour;
- Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Students are reminded of the David Scott School Acceptable Use Agreement;
- As indicated above, mobile phones or other mobile devices may not be used to take photos or videos of any other student or teacher without their express consent.
- Students are not permitted to upload photos or video of other students to any social media platform or distribute photos and videos to others without consent especially where doing so would embarrass, humiliate or cause discomfort to the subject of the content;
- Under no circumstance is a student permitted to publish or distribute photos or videos of staff. Should a situation arise that would require this, written consent will be provided by the school.

## Responsibilities

- The Principal will ensure that all members of the school community are aware of this policy, that it is being adhered to and that all implementation strategies are being met;
- All David Scott School staff are responsible to follow the guidelines both to ensure professional standards are being maintained and with regard to their own mobile phone use;

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**Implementation**      • Students will be made aware of this policy via the Student Handbook;

This policy is implemented through a combination of:

- Staff training;
- Student and Staff ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

**Discipline for Breach of Policy**

- Where a student or staff member breaches this policy David Scott School may take disciplinary action;
- Students found to be in breach of the guidelines and expectations set out in The David Scott School Acceptable Use Agreement may have their mobile device confiscated by a school staff member;
- Depending on the severity of the breach the mobile device may be taken to a secure place within the school and the student's parent will be informed of the incident;
- Where a student refuses reasonable instruction when removing their device, the student will be sent home and a meeting arranged with the student's family;
- Behaviour contracts may also be enforced under some circumstances;

**Related Policies**

- Bullying Prevention & Intervention Policy
- Cyber Safety Policy
- Information & Communication Technology Policy
- Social Media Policy

<b>Approved by</b>	Catherine Arnold – Principal
<b>Approved Date</b>	October, 2020
<b>Review Date</b>	2022
<b>Authorising Department</b>	David Scott School
<b>Prepared by</b>	Craig Colgan – Business Manager
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<b>Version No</b>	V 1.0

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<b>Superseded documents</b>	
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## Policy Changes

Date	Reason for Change	Made by