



Policy Name	Mobile Electronic Devices Policy
Related Policies and Legislation	Computer Usage Policy AISWA Guidelines – Mobile Phones, E-mail and Internet
Policy Category	Behaviour Management
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	02 June 2011 21 May 2015 27 October 2016
Date Set for Review	October 2019
Person/s Responsible for Review	Treetops Administration

Mobile Electronic Devices Policy

Purpose

The increased ownership of mobile electronic devices requires that school administrators, teachers, students and parents take steps to ensure that mobile electronic devices are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that mobile electronic devices provide can continue to be enjoyed by our students.

Children who bring mobile electronic devices to school will be required to turn them off and leave them in their bag or with the teacher during the day. The school takes no responsibility for loss or damage.

Treetops has established the following Acceptable Use Policy for mobile electronic devices that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile electronic devices during school hours.

In order for students to carry a mobile electronic device during school hours, students and their parents or guardians must first read and understand the Acceptable Use Policy.

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

Rationale

- Personal Safety and Security

Treetops accepts that parents give their children mobile electronic devices to protect them from everyday risks involving personal security and safety. There is also ever 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 electronic device gives parents reassurance that they can speak with their child quickly at any time.

- Young People and Mobile Phones

The scientific evidence does not indicate the need for special precautions for either adults or children in the use of mobile phones. This view is supported by the World Health Organisation (WHO) and other leading experts and health authorities internationally. Mobile phones sold in Australia are required to comply with the Australia Communication Authority's Electromagnetic Energy (EME) safety standard, which is for all people, including children. The safety margins on national and international guidelines are significant and already take into account any differences in exposure that could be experienced by children due to conductivity and head size.

Responsibility

It is the responsibility of students who bring mobile electronic devices onto school premises to adhere to the guidelines outlined in this document.

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

Parents should be aware if their child takes a mobile electronic device onto school premises.

Permission to have a mobile electronic device at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents may revoke approval at any time.

Acceptable Uses

Mobile electronic devices should be switched off during classroom lessons. Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis and should be directed to the appropriate teacher. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

While on school premises, students should use soundless features such as text messaging, answer services, call diversion and vibration alert to receive important calls.

Unacceptable Use

Unless express permission is granted to the contrary, mobile electronic devices should not be used to make calls, send SMS messages, surf the internet, and take photos or any other application during school lessons.

Students with mobile phones may not engage in sending group SMS messages.

Mobile electronic devices should not disrupt classroom lessons by ringing or beeping.

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

Theft or Damage

Students are required to mark all their mobile electronic devices clearly with their names.

Students who bring a mobile electronic device on school premises should leave it in their locker/bag as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile electronic devices are advised to keep them well concealed and not 'advertise' they have them.

Mobile electronic devices which are found in the school and whose owner cannot be located should be handed to reception.

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

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

It is strongly advised that students use passwords/PINs to ensure that unauthorised phone calls cannot be made on their phones (eg by other students or if stolen). Students must keep their password/PIN confidential. Mobile electronic devices and passwords may not be shared.

Inappropriate Conduct

Any student/s caught using a mobile electronic device without permission to cheat in exams or assessments will face disciplinary actions as sanctioned by the Principal.

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

Students with mobile electronic 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. Students using mobile electronic devices to bully other students will face disciplinary actions as sanctioned by the Principal.*

*It should be noted that it is a criminal offence to use a mobile electronic device 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.

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile electronic devices at Treetops 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 identifying a mobile electronic device should the need arise (eg. If lost, or if the mobile electronic device is being used inappropriately).

I give my child permission to carry a mobile electronic device to school and understand that my child will be responsible for ensuring that the mobile electronic device is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print) _____

Parent signature _____

Date _____

Teacher name (print) _____

Teacher signature _____

Date _____

Student name (print) _____

Mobile phone number _____

Student signature _____

Date _____