

ACCEPTABLE USE POLICY FOR MOBILE PHONES AND OTHER ELECTRONIC DEVICES

RATIONALE

Werribee Primary School recognises that electronic devices are an accepted and invaluable part of our modern lifestyle. This policy reflects the changing views and realities around the use of electronic devices. The increased ownership of devices such as mobile phones, digital cameras, MP3 players / iPods, iPhones and hand-held electronic games requires that school administrators, teachers, students and parents take steps to ensure that these devices are used responsibly. Werribee Primary School acknowledges that some students may need to be in possession of a mobile phone at school for reasons relating to their safety travelling to and from school.

The school recognises that, when used responsibly, mobile phones and electronic devices can be useful tools to assist with communications and safety, as well as the development of academic and social skills. However, when these devices are misused by students, they can be very disruptive to teaching and learning and in some cases cause harm.

AIMS

- To ensure the use of mobile phones and other electronic devices does not interfere with the effective conduct of the school and classroom activities.
- To protect the privacy of individuals and minimise opportunities for harassment.
- To prevent access by students to inappropriate information and images.
- To ensure that procedures are in place to minimise theft and damage of mobile phones and other electronic devices.

IMPLEMENTATION

- Parents must seek written permission from the principal for students to bring mobile phones or other electronic devices to school by outlining in writing the health, safety or personal reasons that justify the student being in possession of the device.
- Only 'G' rated games may be brought to school and played.
- Any mobile phone or electronic device brought to school must be taken to the office as soon as the student enters the school grounds, where it will be kept secure and collected by the student at the end of the school day.
- Any student attending before school care must hand the mobile phone or electronic device to an Out of School Hours Care staff member before school. This staff member will then deliver the device to the school office at 9:00am.
- Any student attending after school care will have their mobile phone or electronic device handed to them by an Out of School Hours Care staff member when the student is collected by an adult.
- Parents wishing to communicate a message to their child during school hours or whilst their child is attending the Out of School Hours Care program as a result of an emergency must do so via the school phone or Out of School Hours Care phone.
- Mobile phones or other electronic devices must not be taken into the school yard during recess or lunch breaks or into classrooms, meetings, assemblies, school excursions camps or other organised activities.

- Students, who have received permission from the Principal to bring a mobile phone or other electronic device to school, must clearly label the device with their name.
- Werribee Primary School will not accept any responsibility for any loss, theft or damage to mobile phones or other electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of mobile phones whilst in possession of students travelling to and from school.
- Students must not use mobile telephones or other such devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the device or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Inappropriate use of cameras (still and video) from mobile phones or other electronic devices will not be tolerated. Students found to be using a camera inappropriately will incur disciplinary action.
- Improper use of mobile phones or electronic devices may result in:
 - Disciplinary action as outlined in the Student Engagement Policy.
 - Confiscation of the mobile phone or other electronic device until such time as the parent or guardian is able to attend school to collect the device.
 - Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile phone or electronic device to school.

EVALUATION

2 Years

REFERENCES

It should be noted that it is a criminal offence to use a mobile phone 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.

The Victorian Government Schools Reference Guide [Section 4.15 Use of mobile phones by students](http://www.education.vic.gov.au/edulibrary/public/schadmin/environment/4-15.pdf)
<http://www.education.vic.gov.au/edulibrary/public/schadmin/environment/4-15.pdf>

This policy encompasses all aspects of Werribee Primary School including Outside School Hours Care

This policy was approved at School Council Meeting on: *18 March 2014*

ACCEPTABLE USE POLICY FOR MOBILE PHONES AND OTHER ELECTRONIC DEVICES

RATIONALE

Werribee Primary School recognises that electronic devices are an accepted and invaluable part of our modern lifestyle. This policy reflects the changing views and realities around the use of electronic devices. The increased ownership of devices such as mobile phones, digital cameras, MP3 players / iPods, iPhones and hand-held electronic games requires that school administrators, teachers, students and parents take steps to ensure that these devices are used responsibly. Werribee Primary School acknowledges that some students may need to be in possession of a mobile phone at school for reasons relating to their safety travelling to and from school.

The school recognises that, when used responsibly, mobile phones and electronic devices can be useful tools to assist with communications and safety, as well as the development of academic and social skills. However, when these devices are misused by students, they can be very disruptive to teaching and learning and in some cases cause harm.

AIMS

- To ensure the use of mobile phones and other electronic devices does not interfere with the effective conduct of the school and classroom activities.
- To protect the privacy of individuals and minimise opportunities for harassment.
- To prevent access by students to inappropriate information and images.
- To ensure that procedures are in place to minimise theft and damage of mobile phones and other electronic devices.

IMPLEMENTATION

- Parents must seek written permission from the principal for students to bring mobile phones or other electronic devices to school by outlining in writing the health, safety or personal reasons that justify the student being in possession of the device.
- Only 'G' rated games may be brought to school and played.
- Any mobile phone or electronic device brought to school must be taken to the office as soon as the student enters the school grounds, where it will be kept secure and collected by the student at the end of the school day.
- Any student attending before school care must hand the mobile phone or electronic device to an Out of School Hours Care staff member before school. This staff member will then deliver the device to the school office at 9:00am.
- Any student attending after school care will have their mobile phone or electronic device handed to them by an Out of School Hours Care staff member when the student is collected by an adult.
- Parents wishing to communicate a message to their child during school hours or whilst their child is attending the Out of School Hours Care program as a result of an emergency must do so via the school phone or Out of School Hours Care phone.
- Mobile phones or other electronic devices must not be taken into the school yard during recess or lunch breaks or into classrooms, meetings, assemblies, school excursions camps or other organised activities.

- Students, who have received permission from the Principal to bring a mobile phone or other electronic device to school, must clearly label the device with their name.
- Werribee Primary School will not accept any responsibility for any loss, theft or damage to mobile phones or other electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of mobile phones whilst in possession of students travelling to and from school.
- Students must not use mobile telephones or other such devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the device or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Inappropriate use of cameras (still and video) from mobile phones or other electronic devices will not be tolerated. Students found to be using a camera inappropriately will incur disciplinary action.
- Improper use of mobile phones or electronic devices may result in:
 - Disciplinary action as outlined in the Student Engagement Policy.
 - Confiscation of the mobile phone or other electronic device until such time as the parent or guardian is able to attend school to collect the device.
 - Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile phone or electronic device to school.

EVALUATION

2 Years

REFERENCES

It should be noted that it is a criminal offence to use a mobile phone 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.

The Victorian Government Schools Reference Guide [Section 4.15 Use of mobile phones by students](http://www.education.vic.gov.au/edulibrary/public/schadmin/environment/4-15.pdf)
<http://www.education.vic.gov.au/edulibrary/public/schadmin/environment/4-15.pdf>

This policy encompasses all aspects of Werribee Primary School including Outside School Hours Care

This policy was approved at School Council Meeting on: *18 March 2014*