

## ***MOBILE PHONES - ACCEPTABLE USE POLICY***

### **1 Purpose**

**1.1** The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed; ensuring the benefits that mobile phones provide (such as increased safety and security) can continue to be enjoyed by our students.

**1.2** Moonee Ponds West Primary School has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.

**1.3** The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities. In the case of school camps involving overnight stay, the School does not allow students attending, to carry mobile phones.

### **2 Rationale**

**2.1 Personal safety and security.** Moonee Ponds West Primary School accepts that parents give their children mobile phones 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 increasingly long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly, at any time.

### **3 Responsibility**

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

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

**3.3** Parents should be aware if their child takes a mobile phone onto school premises.

### **4 Storage/Security**

Mobile phones must be kept in the student's school bag during the school day (preferably locked). Phones need to be turned off and students are not permitted to use their mobile phones at all during the day.

If a student needs to make a telephone call during the day they must ask permission from the class teacher and a school telephone will be used if deemed appropriate. Any mobile

phone being used during the day will be confiscated.

## **5. Theft or damage**

**5.1** Students are required to mark their mobile phone clearly with their name.

**5.2** The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Their safety and security is wholly in the hands of the student.

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

**5.4** It is strongly advised that students use passwords/pin numbers 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 numbers confidential. Mobile phone and/or passwords may not be shared.

## **6 Inappropriate conduct**

**6.1** Students with mobile phones 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 phones to bully other students will face disciplinary actions as sanctioned by the School.

**6.2** Non-observance or breaches of these rules may result in the mobile phone being confiscated and privileges restricted or withdrawn. If the mobile phone is confiscated, it will need to be collected from Reception by the parent/guardian of the student.

**Child's Name:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Child's Mobile Phone No:** \_\_\_\_\_

I/We have read this policy and discussed it with \_\_\_\_\_  
and understand that he/she will use their mobile phone within the guidelines  
as outlined above.

**Parent/s Signatures:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Endorsed by School Council 17/11/2008.**