

Mobile Phone Mobile Phone Policy

Mobile Phone Student Agreement and Student Responsibilities

Prior to bringing phones to school, students and their parents/caregivers must understand, agree to and sign the mobile phone Student Agreement and mobile phone Student Responsibilities forms.

A copy of the mobile phone Student Agreement will be kept on-file, in hard-copy form, with the relevant student record.

Acceptable use of mobile phones

Students will not:

- use mobile phone voice, SMS messaging or instant messaging during school hours
- attach any school-owned equipment to their phone without the permission of an appropriate staff member
- create, transmit, retransmit or participate in the circulation of content on their phones that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Directorate or Latham Primary School
- copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner
- take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/caregiver consent for minors) being recorded and the permission of an appropriate staff member
- use the department's network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in disciplinary and/or legal action

Where a member of the Latham Primary School staff has reasonable grounds to suspect that a phone contains data which breaches the mobile phone Student Agreement, they may confiscate the phone for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

Consequences for breaching Mobile Phone Policy

The consequences of any breaches of the school's mobile phone policy will be determined by the principal in accordance with relevant Directorate policies and procedures and accepted school practice.

Damage and loss

- Students bring their phones onto the school site at their own risk.
- In cases of malicious damage or theft of another student's phone, existing school processes for damage to school or another student's property apply.

Insurance

Insurance is the responsibility of parents/caregivers and students.

Security and device management (home)

Depending on the device brought to school, students and parents should ensure:

- strong passwords/ unlock codes are set
- device anti-virus software, if applicable, is up to date and functional
- that they are comfortable with privacy controls, cellular data access and personal information stored on the phone.

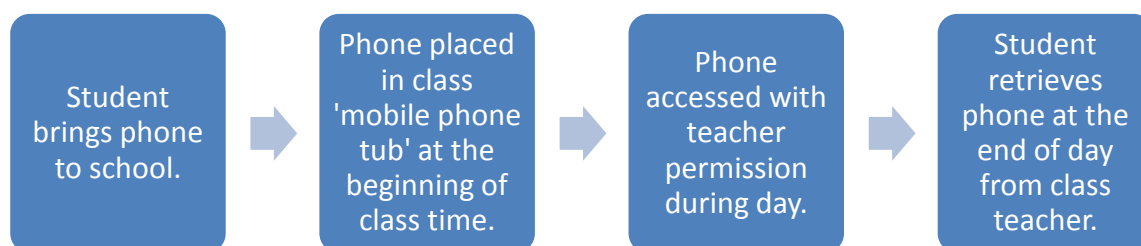
Monitoring, evaluation and review

Given the rapidly changing nature of phones, device usage and student and teacher familiarity with phones this policy should be reviewed at an earlier date than would normally be expected.

Assuming implementation by the end of 2014, the recommended review date would be the beginning of 2016.

Mobile Phone Mobile Phone Procedure

Overview



At a whole-school Level

- Parents, students and school staff are all responsible for ensuring that phones are used and stored appropriately.

At a classroom Level

- Teachers will explicitly teach, and practice, expectations and routines for the appropriate care for, and use of, mobile phones during class time.
- At the start of class time teachers will remind students to place phones in the 'mobile phone tub' and will make reasonable efforts to ensure that this tub is secure at all times when it is not in use.

At a student Level

- Parents and students aware of their responsibilities with regard to device usage on the way to school, whilst at school and on the way home from school.
- Parents and students ensure that the Mobile Phone Student Agreement and Student Responsibilities have been signed, by both parents and students, and are on-file at school.
- Students will store phones in classroom 'mobile phone tubs', not in school bags or on their persons.
- At the start of class time students will place their phones into their class 'mobile phone tub' which will be secured by the classroom teacher.

At home

- Parents and students will maintain open and honest communication about both positive and challenging aspects of mobile phone usage at Latham Primary School. When desirable (or required) feedback will be provided to classroom teachers, school Executive or the School Principal.
- Parents will assist students with device usage and management including charging of batteries and management of security (e.g. passcodes).

Mobile Phone Student Agreement [DRAFT]

Students must read and sign the Mobile Phone Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's Mobile Phone Policy and that:

- I will use my mobile phone during school activities/times at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile phone without the permission of the school.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the directorate or my school.
- I will not use my own, or other people's, mobile phones to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive or defamatory or considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my mobile phone.
- I understand and have read the limitations of the manufacturer's warranty on my mobile phone, both in duration and in coverage.
- I have read the Mobile Phone Student Responsibilities document and agree to comply with the requirements.

Date: ___/___/___

Student name

in the presence of: _____
Parent/caregiver name

Student signature

Parent/caregiver signature

Mobile Phone Student Responsibilities

Operating system and anti-virus

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' mobile phones must be equipped with anti-virus software.

Wi-Fi network connection

Student mobile phones are **not** permitted to connect to the Directorate's Wi-Fi network while at school.

Battery life and charging

Students must ensure they bring their mobile phone to school fully charged for the entire school day. No charging equipment will be supplied by the school.

Theft and damage

Students are responsible for securing and protecting their mobile phones at school. Any loss or damage to a mobile phone is not the responsibility of the school or the Directorate.

Confiscation

Students' mobile phones may be confiscated if the school has reasonable grounds to suspect that a mobile phone contains data which breaches the Mobile Phone Student Agreement.

Maintenance and support

Students are solely responsible for the maintenance and upkeep of their mobile phones.

Ergonomic

Students should ensure they are comfortable using their mobile phone..

Data back-up

Students are responsible for backing-up their own data and should ensure this is done regularly.

Insurance/warranty

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the mobile phone.

Date: ___/___/___

Student name

in the presence of: _____
Parent/caregiver name

Student signature

Parent/caregiver signature