



# STUDENT PHONE POLICY

## POLICY DETAILS AND DOCUMENT MANAGEMENT

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**Approved by:** Draft pending Board approval

**Endorsed by:** School Principal K-12

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Policy Level		Dissemination	For Application	For Information
Board	<input type="checkbox"/>	Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School	<input checked="" type="checkbox"/>	Executive Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Access</b>	<input type="checkbox"/>	All Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restricted	<input type="checkbox"/>	Public (Website)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## REVISION HISTORY

Published	Version	Approved By	File Name
01/01/2019	2.0	Board	Student Phone Policy

## GENEALOGY

This Policy replaces:
This Policy was cancelled and superseded by:

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## PREAMBLE

This policy is provided to all secondary students at Emmanuel Christian Community School.

The increased ownership of mobile phones requires Emmanuel Christian Community School to 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) can continue to be enjoyed by our students.

Emmanuel Christian Community School has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

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

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

## SCOPE

All members of Emmanuel Christian Community School staff and volunteers must comply with this policy.

The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.

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

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

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

Permission to have a mobile phone 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/guardians may revoke approval at any time

## CONTEXT

Emmanuel Christian Community School may, from time to time, review and update this policy to take account of changes to the school's operations and practices and to make sure it remains appropriate to the changing legal and school environment.

Emmanuel Christian Community 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 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.

# POLICY

## 1. RESPONSIBILITY

It is the responsibility of the student to:

- adhere to the guidelines outlined in this document.

## 2. PARENT/GUARDIAN RESPONSIBILITIES

It is the responsibility of the parent/guardian/carer to:

- The decision to provide a mobile phone to their children should be made by parents or guardians.
- Parents should be aware if their child takes a mobile phone onto school premises.
- Permission to have a mobile phone 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/guardians may revoke approval at any time.

## 3. ACCEPTABLE USES

It is the responsibility of the teacher to:

- Use of phones is only permitted before 8am and after 3.15pm.
- No use of phones during class or between periods
- Students may use their phone to contact (text or call) a parent only under staff supervision e.g. teacher, duty teacher or office staff.
- Staff members should not keep or be responsible for students' phones during the day. If a student is found using their phone outside of permitted circumstances, their phone will be confiscated by the teacher and stored securely in the office until the end of the day. Only the student's parent/guardian may collect the phone from the office.

## 4. UNACCEPTABLE USES

- Unless express permission is granted to the contrary, mobile phones must not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school time.
- Should there be an unacceptable use of the mobile phone repeated, disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Principal.

## 5. THEFT OR DAMAGE

- All students are required to mark their mobile phone clearly with their names.
- Students who bring a mobile phone onto school premises must lock it away in their locker/bag as soon as they arrive.
- Mobile phones which are found in the school and whose owner cannot be located should be handed to front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 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 phones and/or passwords may not be shared.

## 6. INAPPROPRIATE CONDUCT

- Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Principal or Deputy Principal.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal or Deputy Principal.
- 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 Principal or Deputy Principal.

\* 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 or the Deputy Principal Students is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.



# EMMANUEL CHRISTIAN COMMUNITY SCHOOL

## STUDENT PHONE POLICY

### ACKNOWLEDGEMENT FORM

Student's Name: \_\_\_\_\_

(First name and surname)

**I have read and understood the conditions of Student phone Policy as set out in this document.**

**I have read and understand the above information about appropriate use of mobile phones at Emmanuel Christian Community School 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 identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).**

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

Mobile Phone Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

**To be returned to your Form Teacher by the end of Week 1 Term 1.**