



## **MOBILE PHONES (AND OTHER DEVICES)**

### **Usage Procedure at Elderslie High School**

There is a range of technology available today including mobile phones, smart watches and other electronic devices. All of these have the potential to be incorporated appropriately into lessons, enabling exciting new approaches to learning. However, when these technologies are misused by students, they can be very disruptive to teaching and learning and in some cases, cause harm.

Elderslie High School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school and to allow communication with families outside of school hours.

At Elderslie High School, student access to mobile phones and other electronic devices has important implications for school procedures, student safety, and for student and staff privacy.

Students and parents should understand the following points:

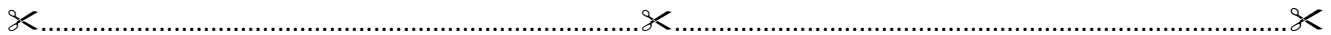
1. **STUDENT RESPONSIBILITY:** Bringing a mobile phone to school is a privilege, not a right. Students must be fully aware of their obligations in relation to the use of mobile phones at school. Mobile phones must be used in a respectful, responsible and appropriate manner, especially in relation to the rights of others.
2. **DEVICE SECURITY:** Students bring mobile phones to school at their own risk and should always ensure that their phone is secure.
  - The school accepts no responsibility or liability for the damage, theft or loss of mobile phones.
  - Do not leave mobile phones or other electronic devices unattended in bags.
  - If a phone goes missing, the student should report the matter to a teacher and/or to the Deputy Principals as soon as possible. While every reasonable effort will be made to investigate, recovery is not always possible.
3. **CLASSROOM PROCEDURES:** Mobile phones must be turned off or on silent mode and out of sight during all classes, meetings, assemblies, performances, etc. unless they are being used under the instruction of the teacher to complete a learning activity.
  - The use of mobile phones during class time for a learning activity is at the discretion of the teacher and students must always follow the teacher's instructions.
  - Students must not use mobile phones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.
  - Any mobile phone being used without permission during classes, meetings, assemblies, performances, etc., may be confiscated by teachers and handed to the Deputy Principals. The owner must collect the phone from the Deputy Principal at the end of the school day after the final bell.
  - Further breaches of the policy will result in the Student Discipline Policy being implemented for continued disobedience.
4. **EXAMINATIONS:** Students are not permitted to have mobile phones or other smart devices in examinations or any formal assessments.
  - Students who use such devices to **(cheat or gain an unfair advantage)** will be penalised as outlined in the school's Assessment Policy.

5. **EMERGENCY CONTACT:** Mobile phones must not be used to by-pass school procedures in relation to school-parent contact. (This includes calling parents to notify them of a student illness, disciplinary procedures, or other emergency contact.)
  - Parents should make themselves aware of scheduled breaks during the school day(s) and should not attempt to contact their child during lesson times.
  - In a family emergency, parents should contact the school office and arrangements will be made to inform the individual student.
  - If a student is ill at school, they must report to the school office and parents will be officially contacted if necessary. Students must not phone parents directly for permission to go home because they are sick – the school’s ‘duty-of-care’ obligations and procedures must be followed.
  
6. **PRIVACY:** Mobile phones must not be used to invade the privacy of others or breach the law.
  - “Cyber-bullying” is completely unacceptable and is against the law. Students who use a mobile phone – either by a direct phone call, text message or other function - to bully, harass, threaten, abuse, vilify or embarrass other students or staff will face disciplinary action, which may include suspension from school and contact with the police if necessary.
  - Students must not photograph, video or record the images or voices of students or staff at any time without their specific permission. If such recordings are altered, enhanced or used in any way to bully, harass, threaten, vilify, embarrass or improperly represent others, the offending student(s) will face disciplinary action, which may include suspension from school and contact with the police if necessary.
  - Students who receive unacceptable or inappropriate phone calls, text messages, or other material on their mobile phones at school should immediately inform a teacher and/or the Deputy Principals.

Parents are asked to discuss with their child not only this policy but also the ethical and appropriate use of all forms of modern information and communication technology.

**PLEASE RETAIN THIS PROCEDURE FOR YOUR RECORDS**

**PLEASE COMPLETE AND RETURN THE SLIP BELOW TO THE SCHOOL ADMINISTRATION OFFICE**



I acknowledge and understand the Elderslie High School Mobile Phone (and other devices) Usage Policy.

Signed: \_\_\_\_\_  
 (Parent/Caregiver)

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

**STUDENTS NAME:** \_\_\_\_\_

**STUDENT’S MOBILE PHONE NO.:** \_\_\_\_\_

*This number will be added to the school’s data base.*