

Acceptable Use Policy for Mobile Phones and PTD

1. Purpose and Rationale

This policy needs to be read with the Menai High School Welfare and Discipline Policy and the Menai High School Assessment Policy.

- The widespread ownership of mobile phones (and similar devices such as tablets and iPods) among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Acceptable Use Policy is designed to provide guidelines and instructions for the appropriate use of mobile devices during all school related activities ensuring the benefits that mobile phones provide (such as increased safety) can continue for our students.

Responsibilities – Students and Parents

- Students and their parents or guardians should read and understand the Acceptable Use Policy, Menai High School Welfare and Discipline Policy and Menai High School Assessment Policy before students are permitted to bring their mobile phone or other mobile device to school.
- The decision to provide a mobile phone or other mobile devices to their child should be made by parents or guardians and parents and students will be required to sign off on the policy by signing the Menai High School Parent Permission and Register of Receipt of Menai High School Welfare and Discipline Policy and a Menai High School Technology Device Charter.

2. Acceptable Uses of Mobile Phones and other mobile devices at School

Using mobiles responsibly at school:

- Students and parents must sign the Welfare and Discipline Policy register in order to bring a mobile device to school.
- Students are to use mobile devices responsibly at all times at school and follow the school Assessment and Welfare and Discipline policies.
- Mobile devices are to be on silent at all times during lessons.
- Use of mobile devices during class time is solely at teacher discretion. Students must follow teachers instructions and not interrupt their own or others' learning.
- Teachers may choose to insist all students place their mobile device face down on their desks.
- Misuse of a mobile device may result in confiscation, the device will be taken by the student to the front office and the infringement will be noted in the student's planner. The mobile device will be available for collection at the end of the day.

- No student is to invade another person's privacy by using their device to take photographs, video or audio without their permission. Failing to adhere to this rule may result in suspension and the matter may be referred to police. Mobile devices must not be used to send intimidating, harassing or unpleasant messages. Failing to adhere to this rule may result in suspension and the matter may be referred to police.
- Students who bring mobile devices to school must take responsibility for them. Staff take no responsibility for mobile devices and it is not possible for staff to carry out lengthy investigations if a mobile device goes missing.
- Students who persistently misuse their mobile device may have the privilege to bring it to school removed.
- Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

Cyber bullying: refer to the Menai High School welfare and discipline policy

- Students and parents are reminded that it is a criminal offence to use a mobile phone or other mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile phones and other mobile devices must not be used to take photos/video of any other student or teacher without their consent. It is prohibited to upload photos/video of other students/teachers to social media websites or distribute photos/video to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. Failure to adhere to this rule may result in suspension and the matter being referred to the police.

Theft or damage:

- Students are responsible for the safe keeping of their mobile phones and personal technology devices at all times. Menai High School accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- Menai High School accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

Sanctions and Consequences of Unacceptable / Inappropriate Use

- Students who infringe the guidelines and rules set out in Menai High School's Acceptable Use Policy, Menai High School Assessment Policy and Menai High School Student Welfare and Discipline Policy will face disciplinary action as sanctioned by the Principal.