



KENSINGTON PUBLIC SCHOOL MOBILE PHONE DEVICES ACCEPTABLE USAGE GUIDELINES

RATIONALE

Kensington Public School acknowledges that parents or guardians may choose to give their child/ren mobile phones for personal security and safety before and after school.

PURPOSE

The purpose of this Acceptable Usage document is to ensure that:

- Mobile phone use does not disrupt the teaching and learning environment for any student or teacher;
- Potential risks to student safety and wellbeing posed by inappropriate use of mobile phones can be identified and addressed;
- Students, staff and parents or guardians have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones.

RESPONSIBILITIES OF STUDENTS, STAFF, PARENTS/GUARDIANS AND COMMUNITY MEMBERS:

STUDENTS

- Students (and their parents or guardians) should read and understand the Acceptable Usage Guidelines and sign the Acceptable Use of Mobile Phones Agreement before they are permitted to bring their mobile phones to school.
- It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Kensington Public School's Acceptable Usage Guidelines.
- In general, students should not bring valuable items to school, as these can be easily lost or stolen, which is often distressful for primary-aged children.
- Students who choose to bring a mobile phone to school are required to switch their phones off as soon as they enter the school grounds and store their phone at the school office at 8.30am or upon arrival after this time. Students who arrive before 8.30am must keep their phone in their school bag until the office opens. Mobile devices can only be collected at the dismissal bell or upon departure (whichever occurs first). Mobile phones may be switched on after dismissal but adherence to the Acceptable Usage Guidelines is required.
- Mobile phones are NOT permitted at extra-curricular activities including (but not limited to) camps, excursions and sporting events. In instances where students need to contact their parent/guardian, this will be organised by supervising staff.

STAFF

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- During teaching time, while on playground duty and during meetings, staff will only use mobile phones in exceptional/emergency situations or for school business.

PARENTS/GUARDIANS AND COMMUNITY MEMBERS

- The decision to provide a mobile phone to their child/ren should be made by parents or guardians.
- Parents or guardians should be aware if their child takes a mobile phone (or other mobile device) to school.

- In cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and/or assisted in the appropriate way.
- At all official school functions, during meetings or when assisting in classrooms, mobile phones should be switched off or to 'silent' mode.

SECURITY

- Mobile phones will be stored in a secure location at the administration office. To avoid disputes and assist in finding owners, students are encouraged to mark their mobile device clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the phone.
- Kensington Public School accepts no responsibility for replacing lost, stolen or damaged mobile devices that have not been handed in, as per these guidelines.
- Kensington Public School accepts no responsibility for students who lose or have their mobile devices stolen/damaged 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.
- If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can deactivate the SIM card and block the mobile phone from use across all networks.
- Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office. Parents are also encouraged to download the 'Find My Phone' app or similar to assist in tracking a student's phone.

UNACCEPTABLE OR INAPPROPRIATE USE OF MOBILE DEVICES

- Using a mobile phone in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Using a mobile phone in a way that threatens or is likely to threaten the wellbeing of any person.
- Use that is in breach of any law.
- Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Students, staff and parents/guardians are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Using a mobile phone to take photos/video of any other student or teacher without their consent.
- Using a mobile phone to record conversations, including lessons without the knowledge and permission of the teacher or those involved in the conversation.
- Filming fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from the school
- Downloading or otherwise accessing inappropriate material on the internet.

NB: It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. For further information please refer to: The Department of Education Online Communication Services: acceptable usage for school students policy:

<https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>

The Office of the eSafety Commissioner website:

<https://www.esafety.gov.au/esafety-information/esafety-issues/cyber-abuse>

CONSEQUENCES OF UNACCEPTABLE AND/OR INAPPROPRIATE USE

Students who infringe the guidelines and rules set out in Kensington Public School's Acceptable Usage Guidelines document will face logical consequences, as outlined in our Student Wellbeing Procedures.

In some cases, it may be appropriate for a student's mobile phone to be confiscated by teachers. The mobile device will be taken to a secure place within the school and the student's parent/guardian informed. Appropriate arrangements will then be made for the parents/guardians to collect the mobile device. Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone or digital device to school.

In cases of mobile phone usage that breaches a law, the alleged incident will be referred to the police for investigation. In such cases, the parent or guardian will be notified, as appropriate.

PORTABLE TABLETS, COMPUTER GAMES, IPODS AND OTHER SIMILAR DEVICES

The procedures applying to the inappropriate use of mobile phones apply equally to the inappropriate use of tablets, smart watches, portable computer games, iPods and similar devices.

IMPLEMENTATION OF THESE GUIDELINES

- Teachers will discuss this Acceptable Usage document with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of these guidelines through the school newsletter, at P&C meetings and via the school website.
- These guidelines will be made clear to all students and their parents seeking enrolment at Kensington Public School.

EXEMPTIONS

- Exemptions from this Acceptable Usage document can only be approved by the principal and then only in exceptional circumstances.

RATIFICATION AND REVIEW

- This Acceptable Usage Guidelines document was developed by the Kensington Public school staff and community and ratified by School Council in Term 4, 2018.
- This Acceptable Usage Guidelines document will be reviewed by the school principal and executive when deemed necessary.

REFERENCES

- Legal Issues Bulletin No 35: The use of mobile phones, portable computer games, recording devices and cameras in schools and TAFE NSW institutes
- Point Clare Public School Mobile Phone Policy
- Maroubra Junction Mobile Phone Policy
- The Department of Education Online Communication Services: acceptable usage for school students policy
- The Office of the eSafety Commissioner

APPENDIX

Acceptable Usage of Mobile Phones Agreement



ACCEPTABLE USAGE OF MOBILE PHONES AGREEMENT

I and my child/ren have read and understand Kensington Public School's Mobile Phone Devices Acceptable Usage Agreement.

I understand that this form will be kept on file at the school and that the details may be used (and shared with the appropriate authorities, if necessary) to assist in identifying a mobile phone or other device should the need arise (eg. if lost, or if the phone or device is being used inappropriately).

I give my child/ren permission to carry a mobile phone (or other device) to and from school and understand that my child will be responsible for:

- ensuring that the mobile phone is switched off
- storing their phone at the school office as soon as they arrive on the school grounds
- collecting their phone only at the dismissal bell

I understand that:

- Kensington Public School accepts no responsibility for replacing lost, stolen or damaged mobile devices that have not been handed in, as per these guidelines.
- Kensington Public School accepts no responsibility for students who lose or have their mobile devices stolen/damaged while travelling to and from school.

Parent name (print)	
Student/s name/s (print):	
Parent signature:	
Student/s Mobile phone number/s:	
Student/s signature/s:	
Date:	