

**ACCEPTABLE USE POLICY**  
**FOR**  
**MOBILE PHONES IN FLAGSTAFF HILL SCHOOLS**

**Acceptable Use Policy for mobile phones**

**1. Purpose**

- 1.1 The increased ownership of mobile phones requires that school administrators, teachers, students, and parents 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.
- 1.2 Flagstaff Hill 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.
- 1.3 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.
- 1.4 The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

**2. Rationale**

2.1 Personal safety and security

Flagstaff Hill 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 quickly at any time.

**3. Responsibility**

- 3.1 It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone to their children should be made by parents or guardians.
- 3.3 Parents should be aware if their child takes a mobile phone onto school premises.
- 3.4 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.

#### 4. Acceptable Uses

- 4.1 Mobile phones should be switched off during classroom lessons and should be left in students' bags.
- 4.2 Parents are reminded that in cases of emergency, the Administration is the first point of contact. This remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.
- 4.3 The phone should be turned off at the front gate and not turned on again until the child is ready to leave the school grounds at the end of the day.

#### 5. Unacceptable Uses

- 5.1 Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school lessons.
- 5.2 **Teaching and Learning are our core business and for this reason, mobile phones should not disrupt classroom lessons by ringing or beeping.**
- 5.3 Should there be repeated disruptions to lessons caused by a mobile phone the student responsible may face disciplinary actions as sanctioned by the Principal. This should be seen as a part of the school's discipline policy and is no different to other behaviours that breach this policy.

#### 6. Theft or damage

- 6.1 Students are required to mark all their mobile phones clearly with their names.
- 6.2 Students who bring a mobile phone onto school premises should leave it locked away in their locker/bag as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- 6.3 Mobile phones which are found in the school and whose owner cannot be located should be handed to front office reception. They will be kept in a secure place until the phone is collected. For this reason all phones must be clearly labelled.
- 6.4 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 6.6 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.

## 7. Inappropriate conduct

7.1 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 at school. Parents of students affected by any bullying or harassment will also be advised to lodge a complaint with their service provider as this type of behaviour contravenes the telecommunications act.

**\* It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.**

### Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones at Flagstaff Hill 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 in identification of a phone should the need arise (eg 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.

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Student name (print) \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher name (print) \_\_\_\_\_

Teacher signature \_\_\_\_\_

Date \_\_\_\_\_