



## **MOBILE PHONE POLICY**

### **1. RATIONALE**

Mobile phones have become an important part of our modern lifestyle. The School understands that there are times such as travelling home or to work, sport or a friend's house that a mobile phone provides a sense of security and enables urgent communication with others. The increased ownership of mobile phones requires that the School administration, teachers, students and parents take steps to ensure that mobile phones are used responsibly. Increasing sophistication of the technology allows recording of conversations, taking photos and videos and subsequently transmitting these to other phones. Inappropriate use of this technology can be an invasion of privacy, transgress State and Federal laws, lead to harassment or bullying or impact on the reputation of individuals or the School.

In accordance with the teachings of the Catholic Church, the practice of communication must be honest and reflect the highest standards of accountability and sensitivity to human rights and relationships.

In order for students to bring a mobile phone to School, students and their parents or guardians must first read, understand and agree to this Acceptable Use Policy.

### **2. PROCEDURES**

#### **2.1 Initial Permission**

A student will seek permission from their parent/guardian to bring a mobile phone to School by completing the information at the end of this form and signing the form. The signature of parent/guardian and student is an acceptance of all the conditions outlined in this policy. The School should be notified if the parent/guardian revokes this permission. No student is to have a mobile phone at School unless they have permission from parent/guardian and the School as validated by this signed document.

#### **2.2 Use and Storage**

Upon arrival at School the mobile phone will be turned off and placed in the student's own locker which shall be locked with a padlock. If the locker area has not been opened then the mobile phone will be turned off and stored in the student's bag. The mobile phone will remain in the locker for the duration of the school day and not used at any time, including recess and lunchtime. At the end of the school day the mobile phone may be removed from the locker and used.

#### **2.3 Student Messages to or from Parents**

Parents should call the School Office if there are urgent messages for students and not telephone the child's mobile as it will not be accessed until the end of school. If a child is sick, the administration staff will call parents or guardians to arrange appropriate care.

## **2.4 Unacceptable Uses**

Students are warned that inappropriate use of mobile phones could be contravening the Privacy Act, Copyright Act, Equal Opportunity Act, Censorship Act, Criminal Code, or Cybercrime Act. These Acts cover such aspects as sexual or racial harassment, bullying in general, possessing indecent material, showing offensive material to a person under 16 years of age, unauthorised access to or infecting communication technology and disclosing personal information.

Mobile phones should not be used to incite violence, take photos in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the School.

## **2.5 Theft or Damage**

Students are required to mark all their mobile phone clearly with their names and lodge a description of the phone together with its phone number on this form. Students who bring a mobile phone onto the School campus will leave it locked away in their locker so that it will be safe. The School accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on the School campus or at School functions. 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 must not be shared.

## **2.6 Inappropriate Conduct**

- (a) Any student/s caught with a mobile phone (whether in use or not) during the school day will have it confiscated and taken to the office. If it is the first offence it can be retrieved at the end of the day together with a "discipline slip" requiring parent signature. Subsequent offences will incur longer periods of confiscation/banning the phone and parents will have to come to the School to retrieve the phone. If such actions are ineffective a student may be denied permission to bring a mobile phone to School.
- (b) Any student who uses a mobile phone in inappropriate ways such as recording audio, taking photos or videos, transmitting inappropriate material or using derogatory or obscene language will be subject to the normal consequences of the Discipline Code as well as confiscation of the phone.
- (c) 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 the offence is serious, the School may consider it appropriate to involve the Police.
- (d) Students using mobile phones to bully other students will face appropriate disciplinary actions according to the Discipline Code.

## **2.7 Detection of Mobile Phone on Campus**

Any staff member may ask if a student has their mobile phone on them and expect an honest answer. Students may be asked to empty pencil cases, their pockets, purses, bags or lockers by the Head of Secondary or Principal providing another adult is present and there is reasonable suspicion that they have a mobile phone with them during the school day. Blue tooth technology may also be used to detect the presence of phones.

## **2.8 Excursions and Camps**

Mobile phones will not be permitted on excursions or camps. The teacher(s) will have a mobile phone which can be used to send or receive emergency contact calls.

## **3. HINTS FOR SAFE USE OF MOBILE PHONES**

- 3.1** Only give your number out to family or friends.
- 3.2** Ask people not to give out your number to others.
- 3.3** Do not respond to missed calls if you do not recognise the number.

- 3.4 Do not respond to inappropriate text (SMS) messages but show your parents.
- 3.5 Keep your phone in a safe place, learn about its safety features (ID blocker) and use the pin number in case it is lost or stolen.
- 3.6 Do not accept invitations to go somewhere if you are unsure who sent the message (stranger danger).
- 3.7 Don't make yourself a target for bag/phone snatching in public.

**PARENT/GUARDIAN PERMISSION**

I have read and understand the above information about appropriate use of mobile phones at St Joseph's School, Northam. 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 identifying 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 adhering to the policy as outlined above.

**STUDENT AGREEMENT**

I have read and understand the above information about bringing a mobile phone to School and its use. I agree to switch it off and keep it in my locked locker during the school day and only to use it in appropriate ways as outlined above.

.....  
Parent/Guardian name (print)

.....  
Parent/Guardian signature

Date : .....

.....  
Student name (print)

.....  
Student signature

Date : .....

**Mobile Phone Number :** .....

Type and Description : .....

.....  
Teacher name (print)

.....  
Teacher signature

Date : .....