



**St Paul's
School**

Mobile Phone and Devices Acceptable Use Policy: Students in Year 7 to 12

POL-060

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1. Purpose

The widespread ownership of mobile phones and 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 ensure that potential issues involving mobile phones and devices can be clearly identified and addressed, ensuring the benefits that mobile phones and devices provide (such as increased safety) can continue to be enjoyed by our students.

St Paul's School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to School. It is also recognised that, in certain circumstances, mobile phones and devices may be used in class to enhance the learning process.

St Paul's School has established this Acceptable Use Policy for mobile phones and devices that provides teachers, students and parents guidelines and instructions for the appropriate, responsible use of these devices during School hours. Students must understand that it is a privilege and not a right to have a mobile phone and/or device while on the campus as they are part of a community where they must consider how their actions may impinge others.

2. Scope

Students, parents and or guardians are required to read and familiarise themselves with the Acceptable Use Policy if their child intends to bring mobile devices to School.

The Mobile Phone and Devices Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities.

3. Definitions/Abbreviations

Device	any piece of electronic equipment such as a mobile phone or small computer that you can use in different places that is not issued or purchased through the School (examples: tablets, smart glasses, smart watches, e-readers)
May	Is used to indicate an optional course of action.
Must	Indicate that a legal requirement exists and must be complied with.
School	St Paul's School
Shall	Indicates a directive to be followed.
Should	Is used to indicate a recommended course of action.
Staff	Teachers and Associate Staff
Worker	<ul style="list-style-type: none"> • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • an apprentice or trainee; or • a student gaining work experience; or • a volunteer.

4. Responsibility and Accountability

Parent/Guardian	<ul style="list-style-type: none"> • Shall read, understand and accept with their child the Mobile Phone and Devices Acceptable Use Policy before students are permitted to bring their mobile phones to School (Section 7) and • Parents shall be aware if their child takes a mobile phone (or other mobile device) to School. Parents should not contact students during class time and should strongly discourage students from making calls and/or sending text messages to parents/guardians during class time.
Student	<ul style="list-style-type: none"> • Shall read, understand and accept the Mobile Phone and Devices Acceptable Use Policy before students 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 this Policy; • The decision to provide a mobile phone or device to their child should be made by parents or guardians; and • Shall read, understand and accept with their parent/guardian the Mobile Phone and Devices Acceptable Use Policy before bringing a mobile phone or device to School (Section 7).

5. Acceptable Uses of Mobile Phone and Devices at School

5.1 Using mobiles and devices responsibly at School

- Mobile phones or devices shall not be used in any manner or place that is disruptive to the normal routine of the school.
- Ordinarily, students shall not use mobile phones or devices to make calls, send text messages, access the internet, take photos, listen to music or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Except when mobile devices are being used as part of the lesson plan or with the express permission of a teacher, they shall be turned off or placed into "silent mode" and kept out of sight during classroom lessons and school activities to minimise distractions.
- Headphones (wireless or other) shall not be used by students during lessons, or any assembly, chapel service, flex lesson etc, unless the teacher has given specific permission to do so.
- Students should restrict use of the mobile phone and/or device to before or after school and during recess and lunch breaks.
- While at School (and only during appropriate times) students should generally use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls to avoid distracting others engaged in learning activities.
- Texting or use of any other form of social media (except where it forms part of the lesson plan) is a distraction in the classroom and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the School office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Students are reminded to protect their phone numbers by only giving them to close friends and family. It may help younger students to keep a note of who they have given their phone number to. This can help protect the student's number from falling into the wrong hands and guard against cyberbullying.
- **Hot-spotting or remote Wi-Fi:** At no times on the school grounds should a student use their mobile phone internet access to visit sites banned by the school network

5.2 Cyberbullying

- 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 and parents are reminded that it is a criminal offence to use a mobile phone or device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile phones or other mobile devices shall not be used to take photos/video of any other student or worker without their consent. It is also prohibited to upload photos/video of other students/workers 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. Students are reminded (see 5.1) that mobile phones and devices shall not to be used in toilets or changing rooms.

5.3 Theft or Damage

- To avoid disputes and assist in finding owners, younger students may want 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 so that it can be more easily returned if lost.
- Students who bring a mobile device to school may want to leave it locked away in their locker when they arrive to prevent loss or theft. To reduce the risk of theft during school hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse.
- Mobile devices that are found in the school and whose owner cannot be located should be handed to Reception in the Tooth Building (Secondary School) or in the Frost Centre (Junior School).
- **St Paul's School accepts no responsibility for replacing lost, stolen or damaged mobile devices.**
- **St Paul's School accepts no responsibility for students who lose or have their mobile devices stolen 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 (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords should not be shared.
- 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 de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.

6. Sanctions / Consequences of Unacceptable / Inappropriate Use

- Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Executive Director of Faith & Community (Secondary School) or Head of Junior School.
- Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Executive Director of Faith & Community (Secondary School) or Head of Junior School.
- Students who infringe the guidelines and rules set out in this Acceptable Use Policy could face having their mobile devices confiscated by staff. The mobile device would be taken to a secure place within the school and the student's parent informed. Appropriate arrangements would then be made for the parents to collect the mobile device.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.
- Failure to heed the rules set out in this Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

7. Student and Parent/Guardian Acknowledgment and Acceptance

Acknowledgment and Acceptance of this Policy is to be actioned through TASS Parent Lounge. Students and Parent/Guardians are to read this Policy together as a family unit. Accepting "Approve" means:

- Student and Parent/Guardians have read together and understand the Mobile Phone and Devices Acceptable Use Policy. Student and Parent/Guardians 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 (e.g. if lost, or if the phone or device is being used inappropriately).
- Parent/Guardians give their child permission to carry a mobile phone (or other device) to School and understand that my child will be responsible for ensuring that the mobile phone or device is used appropriately and correctly while under the school's supervision, as outlined in the this Policy.

8. Monitoring, Evaluation, Review and Dissemination

This policy will be reviewed by Senior Leaders and disseminated to staff, students and parents via the School Portal, Student Lounge and Parent Lounge.