

Adelaide
Botanic
High School

Mobile Phone Acceptable Use Policy



While some schools may choose to prohibit the use of mobile phones by students,

Adelaide Botanic High School recognises that mobile technology is increasingly a part of our 21st century lifestyles. As such, many students now feel the need to carry a mobile phone and are supported by parents as it provides a safety option for student travel to and from school. As for all tools, they have a purpose and value, but can be used inappropriately and or illegally. The purpose of this policy is to clarify the use of these technologies so they are used for positive purposes and not as a disruption or distraction to learning, or putting others safety at risk. This policy is designed to facilitate the acceptable use of mobile phones at Adelaide Botanic High School. It is therefore based on the principles of mutual responsibility and respect for others.

It is designed to assist in managing the safe and responsible use of mobile phones by students and staff and involves parents as partners in assisting their children in the proper use of mobile phones and devices. It is underpinned by an overall requirement for all users to exercise care and use their mobile phones and devices in a considerate manner and to be aware of situations in which others could be affected by their actions.



1. Purpose and Rationale

- 1.1 The widespread ownership of mobile phones (and similar devices such as tablets and iPads) among students requires that school leaders, 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 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 Adelaide Botanic High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. Parents may be concerned about children travelling on public transport or commuting to school and it is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently outside of school hours.
- 1.3 Adelaide Botanic High School has established this Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobiles during school hours.
- 1.4 The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

2. Responsibilities – Students and Parents

- 2.1 Students and their parents should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to school.
- 2.2 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in Adelaide Botanic High Schools Acceptable Use Policy.
- 2.3 Be supportive of Adelaide Botanic High School endeavours to create a safe and effective learning environment.
- 2.4 Follow all reasonable teacher directives in relation to the mobile device.



3. Acceptable Use of Mobile Phones at School

Using mobiles responsibly at school:

- 3.1** Students are permitted to carry and use mobile phones in a responsible manner at school, but only before or after school and during breaks
- 3.2** All mobile phones are to be turned off and placed in lockers at the start of each lesson and for the duration of the lesson.
- 3.3** Mobile phones maybe used in class but only when a clear instruction has been given by the teacher as part of the lesson plan. Only then can they be collected from the locker. When this activity has ceased they must be returned to the locker.
- 3.4** Use of mobile phones during excursions and on camp is to be determined by the teacher in charge of the excursion or camp.
- 3.5** 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.
- 3.6** Students should not use mobile phones to make calls, send text messages, access the internet, take photos (unless instructed by the teacher) or use other applications during lesson time.
- 3.7** 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 avoid distracting others.
- 3.8** Parents are reminded that in cases of emergency or if a message needs to get to a student the school office phone number remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 3.9** 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.
- 3.10** Students are reminded to protect their phone numbers and keep passwords private. Passwords should be changed regularly in line with the acceptable use of ICT policy. This can help protect the student's number from falling into the wrong hands and guard against cyber-bullying.
- 3.11** Teacher and staff mobile phones are to be turned off or on 'silent' during teaching time, yard duty and in meetings. Mobile phone use is not permitted during teaching time, yard duty and in meetings. The exception to this will be if it is required during an excursion or emergency situation.



Cyberbullying:

- 3.12** 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.
- 3.13** Students and parents 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.
- 3.14** Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent. 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. Students are reminded (see 3.9) that mobile phones are not to be used in toilets or changing rooms.

(Adelaide Botanic High School Bullying and Harassment Policy link)



Theft or damage:

- 3.15** Mobile phones and devices are brought to and kept at school, and used entirely at the owner's risk. The school cannot accept responsibility for theft, loss, damage or health effects (potential or actual) resulting from their use. Students and parents should recognise that mobile phones are a highly prized target for theft and accordingly the locker security code should under no circumstance be shared with others.
- 3.16** To avoid disputes and assist in finding owners, students may want to mark their mobile device clearly with their name 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.
- 3.17** Mobile devices that are found in the school and whose owner cannot be located should be handed in at Student Services.
- 3.18** Adelaide Botanic High School accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- 3.19** 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 devices and/or passwords should not be shared.
- 3.20** 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.

4. Sanctions / Consequences of unacceptable / inappropriate use

- 4.1** Students using mobile devices inappropriately, or to bully other students or illegally will face disciplinary action as sanctioned by the Adelaide Botanic High School's Responsible Behaviour Policy.
- 4.2** Students who infringe the guidelines and expectations set out in Adelaide Botanic High School's Acceptable Use Policy face having their mobile devices confiscated. The mobile device would be taken to a secure place within the school and returned at the end of the day in the first instance. If infringements are repeated the mobile device is confiscated and parent informed with possible loss of privilege to bring a mobile device to school.
- 4.3** Students who infringe the acceptable use of mobile phones as set out in the Adelaide Botanic High School's Acceptable Use 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.





A copy of this Mobile Phone Permission Form will be emailed to parents / caregivers to complete.

Mobile Phone Permission Form

I have read and understand Adelaide Botanic High Schools Policy for Acceptable Use of mobile phones and other mobile devices at school.

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 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 is used appropriately and correctly while under the school's supervision, as outlined in Adelaide Botanic High School's mobile phone Acceptable Use Policy.

Parent name (print): _____

Parent signature: _____

Date: _____

Student name (print): _____

Mobile phone number: _____

Mobile's IMEI number: _____

An IMEI number is a globally unique **15** digit number assigned to all phones, which identifies your device within a mobile network. You can use this number to block a mobile phone from being used by another person or phone company if it has been lost or stolen. To find your IMEI, type ***#06#** into your device (like you would to make a call), press 'Send' and it will appear on your screen. If the IMEI doesn't appear, or you have a device without a keypad, you can find it on the sticker behind the battery in your device.

Student signature: _____

Date: _____

If you have comments or suggestions, please provide them in the space provided below.





Tomorrow
— Today