

Mobile Phone Acceptable Use Policy

Updated: June 2021



Secondary student use of mobile phones and personal devices

Purpose

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

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.

Mobile phone use for secondary school students

Our school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

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 Mobile Phone 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.

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.

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



1. Acceptable Use of Mobile Phones at School

Using mobiles responsibly at school:

1.1 Students are permitted to carry and use mobile phones in a responsible manner at school, but only before or after school and during breaks

1.2 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.

1.3 Use of mobile phones during excursions and on camp is to be determined by the teacher in charge of the excursion or camp.

1.4 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.

1.5 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.

1.6 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.

1.7 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.

1.8 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.

1.9 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.

1.10 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:

1.11 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.

1.12 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.

1.13 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 1.8) that mobile phones are not to be used in toilets or changing rooms.

(Please refer to the [Adelaide Botanic High School Anti-Bullying and Harassment Policy](#))

Theft or damage:

1.14 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.

1.15 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.

1.16 Mobile devices that are found in the school and whose owner cannot be located should be handed in at Student Services.

1.17 Adelaide Botanic High School accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

1.18 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.

1.19 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.

Storage of personal devices

2. Student storage of personal devices

2.1 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.

If the student does not comply

3. Sanctions / Consequences of unacceptable / inappropriate use

3.1 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.

3.2 Students who infringe the guidelines and expectations set out in Adelaide Botanic High School's Mobile Phone 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.

3.3 Students who infringe the acceptable use of mobile phones as set out in the Adelaide Botanic High School's Mobile Phone 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.

Internet connection for personal devices

When students are permitted to use their own mobile phone or device to undertake a learning activity, their devices will not have access to the school's ICT network.



Roles and responsibilities

Principal

Principal will ensure:

- This policy is clearly communicated and accessible to all students, staff and families.
- There is a process for regular review of the policy.
- Secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure (see 1.14).
- Processes are in place for monitoring internet and school network use by all members of the school community.

Principal will:

- Enforce the school's policy and responses to instances of non-compliance.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

School staff

School staff will:

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

Students

Students will:

- Read and understand the Mobile Phone Acceptable Use Policy before being permitted to bring their mobile phones to school.
- Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.
- Be supportive of Adelaide Botanic High School's endeavours to create a safe and effective learning environment.
- Follow all reasonable teacher directives in relation to the mobile device.



- If permitted to use a mobile phone or personal device in line with this policy, do so in a safe, responsible and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.
- Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

Parents

Parents will:

- Read and understand the Mobile Phone Acceptable Use Policy before students are permitted to bring their mobile phones to school.
- Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
- Be supportive of Adelaide Botanic High School endeavours to create a safe and effective learning environment.
- Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

Communication and review

The Mobile Phone Acceptable Use Policy has been developed in consultation with Students, Staff and Parents. The Adelaide Botanic High School Council has endorsed the Policy which will be accessed by the school community via the school website.

The Mobile Phone Acceptable Use Policy will be reviewed annually to ensure it retains currency with the evolving changes in phone technology and usage patterns. The review process may also be instigated at any time if significant changes to the technology or pattern of its use requires a policy response.

Supporting information

Links to policies and procedures that interact with the school's local policy on student use of mobile phones and personal devices:

- [Anti-bullying and Harassment Policy](#)
- [ABHS Responsible Behaviour Policy](#)
- [Digital Learning Policy](#)



Mobile Phone Permission Form

I have read and understand Adelaide Botanic High School's Mobile Phone Acceptable Use Policy for 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): To be completed via EdSmart Slip

Parent signature: To be completed via EdSmart Slip

Date: To be completed via EdSmart Slip

Student name (print): To be completed via EdSmart Slip

Mobile phone number: To be completed via EdSmart Slip

Mobile's IMEI number: To be completed via EdSmart Slip

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: To be completed via EdSmart Slip

Date: To be completed via EdSmart Slip

