

ACCEPTABLE USE POLICY FOR MOBILE PHONES & IPODS IN LATROBE HIGH

1. PURPOSE

- 1.1 The increased ownership of mobile phones and iPods 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 Latrobe High School 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.**

Latrobe High 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 traveling 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 appropriate times.

2.2 **Young people and mobile phones.**

The scientific evidence does not indicate the need for special precautions for either adults or children in the use of mobile phones. This view is supported by the World Health Organization (WHO) and other leading experts and health authorities internationally.

Mobile phones sold in Australia are required to comply with the Australian Communication Authority's Electromagnetic Energy (EME) safety standard, which is for all people, including children. The safety margins on national and international guidelines are significant and already take into account any differences in exposure that could be experienced by children due to conductivity and head size.

3. RESPONSIBILITY

- 3.1 It is the responsibility of students who bring mobile phones and iPods onto school premises to adhere to the guidelines outlined in this document.
- 3.2 The decision to provide a mobile phone or iPod to their children should be made by parents or guardians.
- 3.3 Parents should be aware if their child takes a mobile phone or iPod 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 Individual teachers will have the choice if they are going to allow students to use iPods or Smart Phones for some learning activities. The following message will be given to students:

Students are not to use any technology (netbook, iPad, tablet, iPod, smart phone, laptop) unless the teacher has given them permission.

Students are to use the technology for learning tasks only.

It is **not** a requirement for a student to have a Smart Phone or iPod. It is an option as an addition to their larger portable device.

In the working world, we know that phones are used for many tasks and are becoming an important tool for work. Examples are:

<ul style="list-style-type: none"> • Researching Information • Communication <ul style="list-style-type: none"> ○ Email ○ Text ○ Phone Calls • Personal Calendar <ul style="list-style-type: none"> ○ Planning ○ Meetings ○ Time management 	<ul style="list-style-type: none"> • Video Conferencing • Calculator • Measurement Conversions • Language Translation • GPS Functions <ul style="list-style-type: none"> ○ Mapping ○ Directions • Timer 	<ul style="list-style-type: none"> • Photography- Digital record of work. • Numerous Apps <ul style="list-style-type: none"> -Spirit level -Bar Scanner= price and nutritional information. - Educational games (Friends of Ten). - metronome
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

We need to teach and guide students how to use a phone to improve their learning.

5. UNACCEPTABLE USES

- 5.1 Should a student be using a mobile phone or iPod outside of the Acceptable Uses (4.1), the device may be confiscated for a period of time. It may be required that the device be kept in the school office until collected by the students parent. Parents will be notified.

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 leave 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.
- 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 traveling to and from school.
- 6.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorized 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.
- 6.7 Named mobile phones may be left at the office and collected only at lunchtimes and after school.

7. INAPPROPRIATE CONDUCT

- 7.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary actions as sanctioned by the Principal.
- 7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
- 7.3 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 as sanctioned by the Principal.

***It should be noted that it is a criminal offence to use a technical device to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police. Any action taken is regardless of whether the offences happen in school time.**

