

## **MOBILE PHONE AND ELECTRONIC DEVICES POLICY AND PROCEDURES FOR USAGE AT SCHOOL**

Hume Valley School is committed to the safety and wellbeing of all children and young people. Hume Valley School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Every person involved in Hume Valley School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### **1. Purpose**

- 1.1 Hume Valley School accepts that some parents provide their children with mobile phones and other personal electronic devices. However, whilst on school property and during school excursions and camps, use of mobile phones or personal electronic devices **is not permitted by students unless specifically authorised by a sub-school leader, the Assistant Principal or Principal**. This authorisation needs to be a **signed form**.
- 1.2 Hume Valley School has established the following Acceptable Use Policy for mobile phones (and electronic devices) that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.

### **2. Rationale**

- 2.1 Hume Valley School accepts that students travelling on public transport to and from school need mobile phones to protect from everyday risks involving personal security and safety. We understand providing a child with a mobile phone provides parents, and their child, a quick and reliable means of communicating with each other.

### **3. Definition**

- 3.1 Electronic devices (and mobile phones) refer to any hand held device or game that can run various types of application software, known as apps. This includes devices that can also be equipped with Wi-Fi, Bluetooth, and GPS capabilities that can allow connections to the Internet and other Bluetooth-capable devices. A camera or media player feature for video or music files can often be features on these devices.

### **4. Responsibility**

- 4.1 It is the preference of the school that only students who are independent travellers bring their mobile phones and electronic devices to school.
- 4.2 It is the responsibility of students who do bring mobile phones or electronic devices onto school premises to adhere to the guidelines outlined in this document.
- 4.3 Students are allowed to use their phone or personal electronic device whilst travelling on the school bus for listening to music or playing games
- 4.4 Those students with phones are required to give their phone/device to the sub-school manager/teacher on arrival. Students may collect their phone or device from their teacher at 2.45pm

## 5. Theft or Damage

5.1 Students are required to mark their mobile phone or personal electronic device clearly with their name.

5.2 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or personal electronic devices.

5.3 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 phones and/or passwords are not be shared.

## 6. Inappropriate Conduct

6.1 Students with mobile phones may not engage in personal attacks, harassment, or post private information about another person using SMS messages, take/send digital images, and phone calls. Being a criminal offence to use a mobile phone to bully, harass or offend, if action sanctioned by the school is deemed ineffective, the school may consider it appropriate for police involvement.

6.2 Students may be given their digital device to use at particular times through the school day, to support specific programs.

6.3 In accordance with school policies, any mobile phone or personal electronic device being used during the school day will be confiscated. (This rule will not apply if it is deemed beneficial to the student to have access to their digital device at certain periods of the school day.)

6.4 If a phone or electronic device is confiscated, it will be locked in the office at the front of the school, and will need to be collected from the office by the student's main carer.

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 the appropriate way. Student phone calls home to parents are to be made with a staff member present.

### EVALUATION:

<b>Ratified By Hume Valley School Council</b>	November 2016
<b>Review Date:</b>	November 2018