

# Mobile Phone Policy

This policy aims to set out what Governor Stirling Senior High School (GSSHS) considers to be responsible use of mobile technology in our setting. The Policy concerns mobile devices such as mobile phones, iPods, iPads, laptops, tablet computers, personal organisers, etc. The Policy aims to ensure that potential issues involving technology can be clearly identified and addressed, ensuring the benefits that technology provides (such as increased safety) can continue to be enjoyed by students and staff. It is the responsibility of students who bring a mobile device to school to abide by the guidelines outlined in this document.

**GSSHS and its staff are not responsible for personal mobile devices owned by students that are brought to school.**

## Acceptable Uses

In all classrooms it is the teacher who decides how technology will be used in their class. It is the responsibility of the teacher to clearly articulate what responsible use of technology looks and sounds like in their class. It is the policy of GSSHS however, that while in class students will not use mobile technology to access online gaming, social media or to make or receive telephone calls or text messages. This is the expectation in most workplaces and is deemed appropriate for our school setting.

Students will be able to use their mobile technology responsibly before school and during recess and lunch. However, if they want to contact their parents during school hours, for example, to arrange an early departure or if feeling sick, students must report to Student Services and use the phone provided.

During PE classes devices are required to be handed to the teacher for safe keeping. Provision has been made by the school to secure mobile devices during PE lessons.

Whilst filming or capturing images in class is not permitted. An exception is when staff give students permission in order to copy notes from the board.

## Unacceptable Uses

1. In all circumstances unless permission is granted by a staff member, mobile devices must not be used in class to make/receive calls, send SMS messages, surf the internet, listen to music, take photos, access social media, video or audio record the teacher, or use any other application during school lessons and other educational activities, such as assemblies or excursions.
2. Mobile devices must not disrupt classroom lessons with ring tones or notifications.
3. Using technology to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
4. It is forbidden for students to use their mobile devices to take videos and pictures of acts to denigrate and humiliate another student and send the pictures/video to other students or upload to a website for public viewing.
5. No student may use mobile devices to photograph or film any student or staff member without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and calls, text messages and emails can be traced.
6. Mobile devices are not to be used or taken into change rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to GSSHS.
7. Students should protect their phone numbers and email addresses. This can help protect the student's contacts from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages or emails.

### Consequences for inappropriate conduct

*Strong sanctions will be applied to those who breach the conditions of this policy.*

1. If a student refuses to voluntarily hand over their mobile device as requested, the GSSHS Behaviour Management process will be followed i.e. referred to the Head of Department.
2. First offence students will be asked to volunteer their mobile device. It will then be labelled with the student's name and handed to Student Services. Students will then need to collect their mobile device at the end of school day.
3. Second offence students a parent/guardian will be contacted regarding the return of the device.
4. Serious incidents, as determined by the teacher, should be referred immediately to the Behaviour Management Deputy.

### Frequently asked questions

#### **What if a parent/guardian wants to contact their child in an emergency, during class time?**

If a parent/guardian needs to communicate with their child via a mobile device during the school day, they must understand that their child will not be able to attend to a phone call/message during class time and should try and restrict any essential communication to student break times.

If in an emergency they are asked to contact their child via Student Services/Administration and a message will be given to the student as soon as possible.

#### **What if my child misplaces or loses their mobile device during the school day?**

GSSHS and its staff are not responsible for personal mobile devices that are brought to school. Students bring these devices at their own risk.

#### **If my child gets their mobile device held at Student Services for inappropriate use as deemed by the policy/class teacher. How do they get their device back?**

Students will need to go to Student Services at the end of the school day.

If the device has been previously held at Student Services a parent/guardian will be contacted regarding the return of the device.

## Computer and Internet Use Policy

All users of the computer network at Governor Stirling Senior High School must accept responsibility for knowing the contents of the Governor Stirling Senior High School Computer Use Policy, and must agree to abide by the policy. Failure to do so will result in student use of the computers being restricted to specific learning tasks, therefore restricting access Students will not be able to access the computers unless directed by a teacher.

Students will be personally responsible for their actions and intentions when using the Internet. Students who breach this policy will be denied access to the school network.

### Internet Use

Users will not access News-groups or any type of social or chat line in the school network. Users will not locate, access or download any material that could be offensive to other students, teachers or parents. This would include – pornography, unethical or illegal solicitation, racism, sexism, offensive language or engaging in behaviour that contravenes the Governor Stirling Senior High School Behaviour Policy. Users will not locate, access or download executable software.

All material placed on the school website will:

1. Be checked for appropriateness and, as far as possible, accuracy;
2. Not violate copyright;
3. Not use the surnames of students and staff;
4. Not contain home addresses or home phone numbers of any individual; and
5. Not contain email or web address of students or staff.

#### Email Use

1. Users will be respectful of others and use appropriate written expression; and
2. Users will not harass others with unsolicited material (jokes, pictures)

#### Computer Use

Users will agree to use the school computers carefully and look after them.

Students are not to access Facebook while at school.

#### Copyright

Breach of copyright refers to copying information directly into your documents without acknowledging the source of that information. If users put information from the internet into their documents, they must not use material that has been directly copied or plagiarised and they must acknowledge sources in the correct referencing format.