MANAGEMENT

MOBILE PHONES AND PERSONAL PORTABLE TECHNOLOGY (PPT) BELONGING TO STUDENTS

RATIONALE
Mobile phones and personal portable technology are important modern day communication tools, however, they can easily be improperly used, lost or damaged and must therefore be effectively managed. The use of mobile phones and similar personal portable technology (electronic devices) in class can be disruptive to the learning environment of students. It is acknowledged that in some circumstances such devices can be appropriately incorporated into the learning program.

AIMS
To utilise the benefits of mobile phones and personal portable technology whilst managing the problems they can potentially cause. This policy applies to students during regular school days as well as on school excursions, camps and extra-curricular activities.

IMPLEMENTATION

Rules pertaining to students’ mobile phones and personal portable technology at school

Mobile phones and personal portable technology owned by students are brought to school at their own risk. Students are discouraged from bringing mobile phones and personal portable technology to school. The DEECD and Concord School do not accept responsibility for lost or damaged student mobile phones and personal portable technology, do not hold insurance for personal property brought to schools and will not pay for any loss or damage.

If brought to school mobile phones and personal portable technology should not be used in any manner or place that is disruptive to the normal school routine. Where appropriate teachers may give permission for students to use this technology within the classroom programs where it will assist them as a tool for their learning. Apart from this, students should have their mobile phones and personal portable technology switched off and out of sight during classes and if a locker is available it is strongly recommended that it be locked away.

Lunchtime and recess breaks
Personal portable technology (PPT) may be used by students to occupy themselves during recess and lunch breaks. Examples of this would be listening to music on an iPod or playing a game on a DS.

PPT is not permitted to be used for internet use or social communication. This means, no phone calls, no texting, no internet use, no Facebook use between 8:45 am and 3 pm.

Middle Section: no PPT access during school day.
Secondary Section: students may use PPT in class at discretion of teacher but not in yard at lunch or recess.
Pathways and Transition Section: students may have their PPT in the yard for music or games only, no texting, phone calls or internet.

Students are permitted to use their personal portable technology before and after school to keep them entertained while travelling on the school bus.

Mobile phone cameras (still and video) must not be used in spaces where these are banned, for example changing rooms, toilets, gyms and swimming pools. Using a mobile camera (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and is not permitted. Actions will be taken against any student who photographs or films other individuals without their consent. Action will also be taken against students who send harassing or threatening messages.

Students
Following a breach of school rules students will be required to hand their phone to a staff member for the duration of the lesson or break. If the student does not hand the phone in as requested, the Principal may take possession of the phone and give it back at the end of the day. In some circumstances the Principal or Section Leaders may ban a student from bringing a mobile phone to school.

Staff
Teachers in charge of all excursions and trips involving students must ensure a personal or school mobile phone accompanies each trip. Staff members using school mobile phones are required to sign for them in the borrowing register. Staff returning mobile phones are responsible for ensuring that they are recharged.

Staff will be kept informed of the DEECD information relating to health effects of using mobile phones. Research has established that mobile telephones can have an effect on people using hearing aids, people who have cochlear implants and those with cardiac pacemakers. Any person with a cardiac pacemaker should consult their doctor about the possibility of interference from external electromagnetic fields.

Staff are to record all incidents of abuse of this policy on the Student Management Tool system.

Mobile phones owned by staff are brought to school at their own risk.

**EVALUATION**
This policy will be reviewed as part of the three-year policy review cycle.
**Student Declaration**

*When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:*

Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours.)

Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.

Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.

Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.

Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.

Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.

Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.

Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.

Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

Not bringing to school or downloading unauthorised programs, including games.

Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages.)

Keeping the device on silent during class times; only making or answering calls or messages outside of school times (except for approved learning purposes)

Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson

Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.