



Ulverstone Primary School

Mobile Phone

Acceptable Use Policy

Purpose

- The increased ownership of mobile phones 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.
- Ulverstone Primary School has established the following Acceptable Use Policy for mobile phones during school hours.
- 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.
- The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricula activities.

Rationale

- Ulverstone Primary School accepts that mobile phones are used increasingly to communicate and parents may give their children mobile phones to increase their personal security and safety.
- To remind friends and family that the appropriate way to contact students during the day is via the school office.

Responsibility

- It is the responsibility of students, staff and parents who bring mobile phones on to school premises to adhere to the guidelines outlined in this document.
- Parents should be aware if their child takes a mobile phone onto school premises.

Acceptable Uses for Students

- Mobile phones should be switched to soundless and kept in school bags at all times. Parents are reminded that in cases of emergency, the school office remains the first point of contact and can ensure your child will be reached quickly, and assisted in any appropriate way.
- Mobile phones should not be used during the school day. If a student may need to contact home during the day, a staff member will facilitate this through the school office.
- Students found using or carrying a mobile phone will have it confiscated and it be given to the Principal. Students will be encouraged to lock or turn off their phone prior to it being handed in. Parents will be contacted and the phone will be available for collection by a parent/guardian.

Acceptable Uses for Staff

- Mobile phones should not be used during class and duty times.
- Mobile phones should be switched to soundless and kept in bags/locked storage during class and duty times. All staff are reminded that in cases of emergency, the school office remains the first point of contact and if necessary they will be reached quickly, and assisted in any appropriate way.
- After discussions with the Principal, and only under exceptional circumstances (e.g., extreme family illness) may a staff member have a mobile phone (on silent) visible in their classroom.

Acceptable Uses for Parent Helpers

- Parents are encouraged to not use mobile phones when working with students in all school activities. To avoid interruptions during these times mobile phone should be switched to soundless.

Unacceptable Uses

- Mobile phones are not to be used during class time.
- Mobile phones are not to be used to take or send photos.
- Mobile phones are not to be used to bully or harass.

Theft or Damage

- Students are encouraged to mark their phone clearly with their name.
- Mobile phones which are found and whose owner cannot be located will be handed to the front office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

Inappropriate Conduct

- The Principal will contact parents if any student uses vulgar, derogatory, or obscene language while using a mobile phone.
- The Principal will contact parents if any student uses a mobile phone to take photos, menace, harass, offend or bully another person.