MOBILE PHONES ACCEPTABLE USE POLICY

Rationale

The widespread ownership of mobile phones (including smart watches with mobile phone capacity) among young people, requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at RedGum – The Waldorf School of Central Victoria (RedGum or the School).

Objectives

This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones 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 without being misused by individuals for inappropriate purposes.

By implementing this policy, the School aims to achieve the following objectives:

- To provide a workplace for staff and students that is safe and free from any unwanted intrusion into privacy or student learning time.
- To reduce the risk of student misuse of electronic devices and reduce the disruption caused by phones.

Scope and Responsibility

This policy applies to all students, whilst at school and during school excursions, camps and extra-curricular activity.

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or guardians.

Parents should be aware if their child takes a mobile phone to school, that the phone needs to be handed in to the School Office before class time (start of day) and collected only after class time (end of day). Smart watches with mobile phone capacity must have phone, blue-tooth and Wi-Fi capacity switched off at all times at school.

All communications between the student and parents during the school day should be

facilitated through the office.

Use of Mobile Phones by Students

Reasons for Complying with the Policy

Student use of mobile phones or electronic equipment at school can result in:

- interference in the learning process
- misuse by students or callers
- inappropriate use of digital cameras built into the phone unit
- cyber bullying
- theft or damage
- accessing internet sites inappropriate to the age of school students
- receipt of undesirable messages by minors
- invasion of the privacy of staff and other students

Inappropriate conduct

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. If a student uses a mobile phone inappropriately, the student will face disciplinary action in accordance with school policy.

How to Bring a Mobile Phone

If a student must bring a mobile phone (or electronic devices such as cameras, MP3 players, tablets or laptops) to school, parental permission must be given in writing, and the device must be handed in at the School Office before school starts. It will be registered and stored by a staff member.

The mobile phone or electronic device may be collected from the School Office only at the end of the school day.

Rules

- Mobile phones are NOT to be used by students on school premises nor during school sanctioned excursions.
- **If mobile phones need to be brought to school by students, parents must send written permission in advance of this event [see appendix A] and the student must turn off or mute the mobile phone and hand it into the office where a staff member will register it and store it from the time the student arrives in school until the time the student leaves for the day.**

Communication

For all school contact, parents/ guardians of students should ring the school office number.

- If parents need to get an urgent message to their child, they should contact the school office.
- All communications between the student and parents during the school day can be facilitated through the office. To make a call to their parent a student simply needs to request a note from their class teacher advising the office to allow the call.

Consequences for Breaching this Policy

If a student is found to have used a mobile phone or electronic equipment at school the following steps will apply.

First Offence

The mobile phone or electronic equipment will be taken from the student and sent to the School Office where it will be kept for the day.

The student's name, date and details of the equipment confiscated will be logged. The student may collect their phone or electronic equipment at the end of the school day. The student will be reminded of the school's policy, and future ramifications if they offend again.

Second Offence

The mobile phone or electronic equipment will be taken from the student and sent to the School Office where it will be kept at school.

The student's name, date and details of the equipment confiscated will be logged. The parent/ guardian will be contacted and provided with a copy of this document before the mobile phone is returned to the student.

Further Offences

These will be treated as a breach of RedGum's Student Behaviour Policy and action will be taken in accordance with the policy.

LIABILITY

RedGum accepts no responsibility for the loss, damage or misuse of student mobile phones or electronic equipment.

EXEMPTION

For a particular serious emergency or circumstance of a short nature, an exemption may be granted by the Principal to allow a student to use a mobile phone or electrical equipment at school, or on a school excursion or sports visit, without penalty under the following conditions:

- Prior arrangements with the Principal have been made by the parents.
- Circumstances are such that the normal school phone arrangements cannot be used.
- Use of mobile phone or electronic equipment occurs in a designated place at an arranged time.
- The call is directly related to the reasons outlined by parents.
- The student is supervised by a designated member of staff during use.
- The mobile phone or electronic equipment is handed in to the School Office (or in the case of Excursions, the teacher in charge) at times outside the agreed usage period.
- Misuse of a mobile phone or electronic equipment that breaches any of the 'Reasons for Complying with the Policy' will result in the exemption being cancelled immediately.

RedGum

THE WALDORF SCHOOL OF CENTRAL VICTORIA

FOUNDATIONS FOR WISDOM

Parental Permission Letter

I, _____, have made the decision that it is necessary for

my child _____ of class ____ to have a mobile phone / smart watch with mobile phone capacity/ camera / MP3 player / Laptop (please circle applicable device) for the following period:

From _____ to _____

for the following reason/s:

_____

_____

_____

_____

Both my child and I are aware that mobile phone use is NOT permitted on the school premises and that my child MUST hand in the phone to a staff member at the school office upon arrival to school and may only collect it from the office upon departure at the end of the school day.

Both my child and I have read the RedGum Mobile phone Acceptable Use Policy and agree to adhere to the stipulated terms and consequences.

Both my child and I fully understand that RedGum – The Waldorf School of Central Victoria, accepts no responsibility for the loss, damage or misuse of student mobile phones or electronic devices.

Agreement signed by

Parent/Guardian name: Signature:

Student name: Signature:

Document Control

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