

**ACCEPTABLE USE POLICY FOR MOBILE PHONES**

**1. Purpose**

1.1. The widespread ownership of mobile phones among young people requires that parents, students, school administrators and teachers take steps to ensure that these phones are used responsibly at school, excursions, camps and extra-curricular activities. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, allowing the benefits that mobile phones may provide and can be enjoyed by our students for educational use.

1.2. Kingscliff High School has established an Acceptable Use Policy for Mobile Phones that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones at school.

1.3. Students and their parents or guardians should read, understand and agree to abide by the Acceptable Use Policy for Mobile Phones before students are given permission to bring their phones to school.

**2. Rationale**

2.1. Kingscliff High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a student with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently ***outside of school hours***.

Parents are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in any appropriate way.

**3. Responsibility**

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

3.2. Prior to students being permitted to bring a phone to school, students must sign the Mobile Phone Usage Agreement.

**4. Acceptable Uses**

4.1. Mobile phones may be used before school, at recess, lunch and after school (in accordance with details outlined in Section 5)

4.2. Mobile phones may not be used during lessons or at school organised activities such as Assembly and special events. Exceptions may be permitted only in circumstances where the teacher who is conducting the lesson specifically allows usage.

**5. Unacceptable Uses**

5.1. Mobile phones must not be used for non-educational purposes in any manner or place that is disruptive to the normal routine of the school.

5.2. Unless express permission is granted, mobile phones must not be used to make calls, send SMS messages, access the internet, take photos or use any other application during lessons (refer 4.2).

5.3. As with all forms of bullying or harassment, using mobile phones to communicate with other students for this purpose is at odds with our school values and will not be tolerated. It is a criminal offence to use a mobile phone to menace, offend another person or document illegal activities. In such cases phones may be confiscated pending advice from the Police or DEC legal representatives.

5.4. Except as permitted by teachers for educational purposes, mobile phones must not be used to photograph, film or record any member of the school community or a visitor to the school, while on school grounds.

5.5. Mobile phones may not be used during an exam or assessment. This will be considered to be cheating and the student will face academic and behavioural consequences.

**6. Consequences**

6.1. Students who do not meet the expectations in this policy will be subject to consequences consistent with school discipline policies.

6.2. Repeated misuse of a mobile phone may result in confiscation of the phone. These should be returned by the end of the school day.

6.3. Continued disobedience with regards misuse of mobile phones may result in suspension.

**7. Phone Protection**

7.1. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones

7.2. Students are advised to mark their mobile phone clearly with their names.

7.3. Mobile phones are an attractive target for thieves. To reduce the risk of theft during and outside of school hours, students should keep their phones on their person and not leave them unattended.

7.4. Kingscliff High School strongly advises the use of passwords and pin numbers to protect mobile phones from unauthorised use.

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