



Beverley District High School

MOBILE PHONES/PERSONAL DIGITAL MEDIA (MP3, iPods etc)

WHOLE SCHOOL POLICY

INTRODUCTION

Beverley DHS has developed this policy to take into account new forms of technology which impact on the educational environment of students.

Although mobile telephones are getting smaller in size, their functions have increased, and currently include SMS or text messaging, image capture and image messaging, computer connection, internet connection, printer connection, and others.

SCHOOL CONCERNS REGARDING THE USE OF MOBILE PHONES

- Focus removed from education and placed on socialising.
- Students arranging to go home when sick or having problems without going through the office.
- Students texting within the classroom, to another room or beyond the school.
- Ring tones disrupting classes or silent calls distracting students.
- Students cheating in tests/exams.
- Students arranging other students to bring false messages to the teacher so they can truant.
- Privacy issue - phones used for taking photographs or recording conversations without the knowledge of those being recorded.
- Problems relating to access rights, privacy, harassment or bullying.
- Theft or damage of phones.

SCHOOL CONCERNS REGARDING THE USE OF MP3 PLAYERS, IPODS etc (PDMs)

- Focus removed from education and placed on socialising.
- Students not listening to teachers.
- Music causing a distraction to other students.
- Theft or damage of devices.

POLICY

1. Mobile telephones and personal digital media are not to be brought to school. Students have no need for these devices at school. Any urgent communication should be made through the school office.
2. Staff may only use personal mobile telephones during the school day in cases of emergency, or in the privacy of office or staff areas. Mobile phones should be turned off at all other times unless authorised by the Principal.
3. The authorisation of the Principal or Deputy Principal is required for any variations to these directions.

4. The school takes no responsibility for the loss, theft or damage to mobile telephones or personal digital media devices that are brought to school or other school sponsored functions (either at school or relevant site, or whilst travelling to or from school or site).
5. Mobile phones or PDMs may be confiscated by staff and whilst every care is taken following confiscation, the school takes no responsibility for loss, theft or damage of any device.
6. This policy shall be reviewed by the School Council in 2011.

PROCEDURE TO BE FOLLOWED FOR STUDENTS WHO IGNORE THE POLICY

If mobile phones/PDMs are seen in the possession of a student (even if not their phone/PDM):

1st Offence

- A. Student is instructed to hand the device to the teacher who will give it in to the Front Office. The student's name is recorded centrally on the mobile phone register and a letter is sent home informing parents/carers (Letter 1).
The student collects the device from the Front Office at the end of the school day.
- B. If the student refuses to hand over the device, then the Deputy Principal must be notified as soon as practicable and this may result in an immediate suspension.

2nd Offence

- A. Student is instructed to hand the device to the teacher who will give it in to the Front Office. The student's name is recorded centrally on the mobile phone register and a letter is sent home informing parents/carers (Letter 2).
The parent collects the device from the Front Office at the end of the next school day.*
- B. If the student refuses to hand over the device, then the Deputy Principal must be notified as soon as practicable and this may result in an immediate suspension.

3rd Offence

- A. Student is instructed to hand the device to the teacher who will give it in to the Front Office. The student's name is recorded centrally on the mobile phone register and a letter is sent home informing parents/carers (Letter 3 – Notice of Intention to Suspend). The parent/guardian must collect the device from the Front Office at the end of the week.*
- B. If the student refuses to hand over the device, then the Deputy Principal must be notified as soon as practicable and this will result in an immediate suspension.

** Digital devices including telephones confiscated from students at school may have their contents inspected by Administration staff. If the contents prove inappropriate, the device will only be returned to a parent/guardian. Further action (including suspension and notifying relevant authorities) may be taken by the school regarding inappropriate contents found on a digital device.*

PROCEDURE TO BE FOLLOWED FOR STAFF WHO IGNORE THE POLICY

Principal will in the first instance counsel staff. Further action may be taken for staff who consistently disregard policy.

INAPPROPRIATE CONDUCT

It is a criminal offence to use a mobile phone to menace, harass or offend another person. Students or staff who use mobile phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, or who take/send private photos or objectionable material, and phone calls may find the matter referred to the Police.

PREVENTING INAPPROPRIATE USE OF MOBILE PHONES IN SCHOOLS

While it is understandable that some parents provide mobile phones to their children for safety and other reasons, we must protect the safety of all students in our care and the maintenance of good order in our schools.

Not only is mobile phone use disruptive, using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.

I expect School Principals to suspend immediately any students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises.

All primary and secondary schools are expected to have a mobile phone policy statement. It should state clearly the rules regarding the use of mobile phones in the school including the kinds of consequences that students can expect for inappropriate use.

This must be clearly and regularly communicated to students, parents and staff.

Under the Department's existing *Behaviour Management in Schools* policy all schools must ban mobile phone use in the classroom. Schools are also entitled to ban their use anywhere on the school site, following community consultation, and I would support such decisions.

I would also ask you to appeal to parents to help schools by monitoring and encouraging their child's appropriate use of technology including mobile phones and the internet.

SHARYN O'NEILL
DIRECTOR GENERAL