



The Launceston Preparatory School

Policy for Acceptable Use of Mobile Devices

Purpose

The increased ownership of mobile phones and other electronic devices requires that The Launceston Preparatory School, students and parents take steps to ensure that mobile devices are used responsibly within the school environment to minimise disruption and encourage learning.

The Launceston Preparatory School has established the following Acceptable Use Policy for mobile phones and other mobile devices that provides staff members, students and parents with guidelines and instructions for the appropriate use of these during school hours.

In order for staff members/ students to carry a mobile phone or other mobile device during school hours, students and their parents or guardians must first read, understand and agree to the Acceptable Use Policy. The Acceptable Use Policy for mobile phones / mobile devices also applies to staff members / students during school excursions, camps and extra-curricular activities.

Rationale

The Launceston Preparatory 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 child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time. Parents are requested not to phone their children during “school hours – 8.45 am – 3.00 pm.” Any messages for children during these hours should be given to the school office via phone or email.

The Launceston Preparatory School acknowledges the increase use of mobile devices in our society. This policy is a guide to assist with the safe and thoughtful use of these devices within our school environment.

Responsibility

We recommend that all valuable items should be left at home. If students bring mobile devices to school then these items must be given to the office as soon as the student arrives at school and then collected at the end of the day.

Permission to have a mobile phone / mobile device at school while under the school’s supervision is only granted under strict adherence to the guidelines listed in this policy. It is up to parents / students / staff members to ensure that these are understood and implemented.

The Launceston Preparatory School accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on the school premises or at school-sponsored functions, unless being used with the Co-Principal's permission for educational purposes. The Launceston Preparatory School accepts no responsibility for students / staff who lose or have their mobile devices stolen while travelling to and from school. It is the students' / staff members' responsibilities to take adequate precautions to safeguard their personal property at all times in all situations at school.

It is strongly advised that students / staff members use passwords / pin numbers to protect their devices and their private information.

The Launceston Preparatory School strongly recommends that students / staff members identify all their mobile devices clearly with the owners' names.

Acceptable Uses

Students

Students must not use mobile devices within school grounds during school hours unless permission is granted by their classroom teacher or the Co-Principals. Common school areas are defined as playgrounds, classroom and general work areas.

General Employees and adult visitors to the school

Staff members/visitors are solely responsible for the safety/security of their mobile devices whilst on the school premises or at a school sponsored event.

Teaching Staff members

Staff members should, where possible, use mobile devices owned by the school when such technology is required for the conduct of teaching and learning experiences and communication purposes.

Where staff members use their own mobile devices for such purposes:

- Access to the school's wi-fi network is permissible;
- The school takes no responsibility for loss or damage to the devices;
- Images of students must be immediately downloaded to the school IT system and removed from the personal device;

Unacceptable Uses

Mobile phones and devices should not be used to take photos in changing rooms, toilets or in any situation that may cause embarrassment or discomfort to students, staff/members or visitors to the school. 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 or staff member continues with unacceptable use of a mobile phone, as with all such incidents, The Launceston Preparatory School may consider it appropriate to involve the police. Hence, students or staff members with mobile phones must not engage in personal attacks, harass another person, or post

Last review date – August 2016

Policy for Acceptable Use of Mobile Phones

No. S-17

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Last Board review – August 2016

Due for next review – August 2018

(No longer listed for Board Review)

private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.

Mobile phones or any form of social networking used to bully others will result in disciplinary action as sanctioned by the Co-Principals.

Any students caught using a mobile phone to cheat in assessments will face disciplinary actions defined by the Co-Principals and reported to the relevant examining body. Students are advised to leave such valuable items at home or hand them into the office during school hours.

Staff members must also adhere to the Staff Code of conduct in relation to the *Use of digital Devices* and their *Professional conduct and Personal Use of Social Media*. Staff members should not use mobile devices for personal matters during their face-to-face teaching time. All private use of mobile phones /devices should be kept to a minimum and be in a private situation away from students.

Sanctions for students

Students who fail to comply with this policy may have any of the following consequences applied:

- Mobile devices will be confiscated when seen or heard within the lesson if permission for use is not sanctioned.
- Non-compliance will result in instant confiscation of the mobile device which will be kept until 3.00 on the day of confiscation.
- Continued offences over a period of time will result in a teacher or Co-Principal confiscating the mobile device until parents can collect it and be informed of the infringement.
- Repeated infringements may result in forfeiture of the privilege for the student to bring a mobile device into school.
- Infringements under the Computer Misuse Act may result in the matter being referred to the police. In such cases the parent will be informed as a matter of urgency.
- At The Launceston Preparatory School, pupils must adhere to this policy. Non-compliance is not an option.

Sanctions for staff

Staff who fail to comply with this policy will face disciplinary action.