Mobile Phones and Digital Devices
Acceptable Use Policy

1. Purpose

1.1 Students have access to a range of technology including mobile telephones, smart phones, iPods, tablets, laptops and other personal technologies. Whilst new and emerging technologies can enhance and support learning, when these technologies are misused by students they can be disruptive to teaching and learning and in some cases cause harm.

2. Responsibility

2.1 Students and parents / carers are to read and sign the APCS User Charter agreement

2.2 Students, parents / carers and staff need to be aware that all personal technologies including smart phones, tablets and laptops are brought to school at their own risk. The owner of the personal technology has full responsibility for the safety and security of their personal technology device. The school does not accept responsibility for the loss or damage of personal devices.

2.3 If a device is found it is to be handed to a staff member or to the administration office.

2.4 The owner of the technology device is responsible if someone accesses or uses the device without permission.

3. Appropriate use in the Classroom

3.1 In general mobile phones are to be switched off and put out of sight

3.2 Students are able to use a mobile device in class only with the direct permission of the staff member responsible for that lesson. No pressure is to be placed on staff to agree. Examples of appropriate use of a phone with teacher permission include:

   a) Completing internet research
   b) Using educational apps including calculators, stopwatch, thesaurus etc
   c) Listening to music using headphones only during individual work
   d) Taking or viewing photos or video within the context of the learning
   e) Reading digital books in class (eg e-readers)
4. Inappropriate use of personal technologies

4.1 Inappropriate use of personal technologies

a. Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.

b. Threatens or is likely to threaten the safety or well being of any person

c. Is in breach of any law (refer to the APCS User Character agreement)

On the Junior Campus, during Lunch 1 & 2 students are not permitted to use mobile phones and devices in the playground

5. Action for inappropriate use
(refer to the APCS Student behavior management system)

First misuse
Teacher reminds the student of the correct use of the technology and directs them to follow the school rule. The teacher may impose a consequence for the inappropriate behaviour. Teacher may record this incident on Sentral.

Second misuse
Level 1
Teacher places students on level 1 of the behaviour management system (Level 1 contract). Incident recorded on Sentral.

Third misuse
Level 2
AP / HT places the student on level 2 of the behaviour management system (level 2 contract). Incident recorded on Sentral. AP / HT contacts parent / carer by phone or letter and warn that the student is at risk of having their device confiscated.

Fourth misuse
Referral to Deputy Principal
Device confiscated and locked in box in administration office until the end of the day. Level 3 and formal caution issued. Incident recorded on Sentral.

If students use mobile phones inappropriately, the Principal or delegate has the right to take action. Depending on the circumstances action may include:

a. Confiscating mobile phones from individual students
b. Requiring students to hand in their mobile phones to designated school staff at the beginning of the school day for collection when students go home
c. Applying student disciplinary provisions
d. Reporting the matter to the police

Phones will be immediately confiscated if they are used illegally, or if the breach is of a serious nature. Repeated refusals will be considered as consistent disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DEC and school processes.