Alexandria Park Community School
Use of mobile telephones, portable computer games, mp3 players/ ipods, cameras, video cameras and similar devices
2011-2013

Introduction

There is a range of technology available today including mobile phones, pagers, digital cameras, portable CD and MP3 players/ iPods, personal digital assistants and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening existing new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm and jeopardise the safety and wellbeing of others.

Mobile phones and similar devices should not be brought to school. The school accepts no responsibility for their loss or damage and no investigation will be made if this occurs.

Alexandria Park Community School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school. Therefore, students wishing to bring mobile phones to school in special circumstances should negotiate arrangements with the Principal and/ or delegated school personnel.

The following guidelines apply where students bring a mobile telephone, portable computer games, MP3 player/ iPods, camera, video camera and similar devices:

Student responsibilities

- Any student who brings a mobile phone to school MUST provide their mobile phone number to the School Office. The mobile phone number will be placed on the Student Mobile Phone Register.
- Phones are to be turned off during all lessons. Students are not to use phones or similar devices or check for messages during lessons. Students who disregard this guideline will be given one warning to turn the phone or similar device off and put it away immediately. Students who do not comply will be sent to the Deputy Principal and have their phone confiscated until the end of the school day. If this is a continuing issue, parents will be contacted. This will be looked upon as persistent disobedience and the suspension policy may apply. It is advised that teachers do not personally confiscate the phone or similar devices themselves.
- Students may have phones out at recess or lunch. Staff should make a record of any situation they think is of concern. Eg. yelling abuse, camera phone pictures (Note: Teachers do not confiscate the phone or apply any other discipline measures at this time. Bring it to the attention of the Supervisor on duty if there is a real worry that immediate
action needs to be taken, otherwise just leave a note in your Supervisor’s tray for future reference).

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students will use their mobile phone in a way that reflects the core values being taught in schools, including the values of respect, responsibility, care and fairness.
- Students must not use mobile phones are other devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, email, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Under no circumstances will inappropriate use of mobile phone with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy and disciplinary action may be taken.
- If a student must use a phone during school time, they are to be reminded that they can come to the Office where suitable arrangements will be made.

**Improper use of mobile phone or other electronic devices may result in:**

- Detention or other appropriate disciplinary measure as determined by the school’s disciplinary policy.
- The student may be required to hand in their mobile phone or other electronic device at the beginning of the school day for collection when the student goes home.
- Confiscation of the mobile phone or other electronic device until such time as their parent or caregiver is able to attend school to collect the device.
- Other disciplinary action in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.

**Emergency contact**

If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school’s main office and a message will be sent immediately to the student.

If a student needs to make emergency contact with anyone they can do so through the school’s main office.

**Use of mobile phones at school - by staff**

Unfortunately theft of mobile phones at school can occur. Teachers are encouraged to keep their mobile phones in a safe place as stolen property is not covered by Department insurance policies.

Teachers are reminded that personal calls should not be made during class time and that running a business should not occur during school hours.
Mobile phones, I-Pods, MP3 players, Blackberries, headphones and other personal music or communication devices in common usage in our society today. The use of each of these devices has a communication or entertainment benefit which is highly desirable for the user. They do, at the same time, also have the potential to distract the user from other tasks, make those tasks more difficult or to intrude upon the rights of other individuals nearby. Additionally, the possession of these items poses a serious threat of theft and the complications associated with deterring or solving theft of personal valuables.

At this time, Alexandria Park Community School will give the responsibility to the user and the supervisor of each area within the school. This decision has been made in recognition that:

- These items are prolific in our modern culture and have some genuine and fair application.
- Some situations within school might allow for reasonable and unobtrusive use of such devices.
- An absolute ban may disadvantage reasonable and legitimate users.
- Students need to develop a learned understanding of when and how to be courteous and responsible users.

This decision is made upon the understanding that users of these devices will comply with the following code of conduct. This code is established to ensure that fair and responsible use is always practiced and the rights of all learners and teachers in the school are maintained without conflict.

Failure in general to comply with the code of conduct will inevitably lead to a review of the policy and more severe restriction relating to the possession and use of these devices.
**Code of Conduct**

Mobile phones, I-Pods, MP3 players, Blackberries, headphones and other personal music or communication devices are permitted as a privileged use within the boundaries of the school subject to the following restrictions.

- Only mobile phones whose numbers have been placed on the school register are permitted to be brought to school – all other phones will be confiscated.
- They may be used on the playground during free-time unless otherwise directed by a teacher.
- Individual teachers and/or their faculties maintain the authority to determine whether they are permitted to be used in a classroom and under what circumstances. However, this must be linked to educational reasons and not behaviour control and the teacher must have expressly given their permission on each occasion.
- Before entering a classroom all phones should be turned off or placed in silent mode. Students are not permitted to make calls, respond to calls or send SMS messages while in class. Teachers should role model this practice and have previously alerted their Head Teacher if an exemption needs to be made.
- Under no circumstances should phones, MP3 players or other music players be used during exams or formal assessment tasks or at any assemblies or group meeting.
- When being spoken to by any teacher in a face to face communication, headphones should be removed from both ears as a courtesy to the speaker.
- If a teacher needs to address a student when a phone conversation is in progress on the playground, the student should immediately excuse themselves from the call and/or put it on hold until the face to face communication is completed.
- The maximum headphone volume permitted at any time should not be audible to other persons nearby.
- Safe keeping and security of each item is the responsibility of the owner. Students in PE classes will have access to special arrangements. Devices should be given to their teacher for safe storage during the lesson.
- Teachers will impose fair and escalating consequences for breach of these guidelines. These may include temporary confiscation on the device.
- Students who continue to misuse these guidelines may be deemed to be judged persistently disobedient under the school Fair Discipline policy.

**Additional Information**

- Students wishing to bring a mobile phone to school and not have it with them during the day can leave the phone with the office staff for safe keeping and collect it at the end of the day.
- Students who persistently refuse to follow the Code of Conduct will have their phone/devices confiscated and parents/caregivers contacted to pick them up.
- Students engaged in any bullying behaviour with electronic devices will not be allowed to bring these devices to school for a negotiated period of time.