Penola High School

Mobile Phone Policy

Rationale
Penola High School encourages students to use their mobile phones appropriately. Staff will support students to develop appropriate mobile phone etiquette through the guidelines established in the policy. The presence and use of mobile phones at school is discouraged because:

- their use can interrupt lessons and interfere with our core business: learning.
- the technologies currently available mean that phones can be used inappropriately to harass others or to access, store and disseminate material unsuitable for school.

The distractions and repercussions posed by inappropriate use of the technology conflicts with the school’s vision statement and motto:

Vision Statement
We aim to provide a stimulating, quality education so that students of all ability levels are supported to reach their full potential within a caring and secure environment.

School Motto
“nurturing individual successes”

A blanket ban is not appropriate as, on occasions, some students will require access to their phone. The need for such access may arise for family reasons or due to work commitments.

Aims
This policy
- provides a framework for managing the use of mobile phones at Penola High School;
- informs parents and elicits their support;
- presents guidelines for the use of mobile phones at Penola High School;
- anticipates responsible use of mobile phones.

Guidelines
1. Except for critical calls mobile phones are only to be used out of lesson times and out of the school buildings. Mobile phones are to be switched off in all buildings (excluding the hall at recess and lunch time).
2. Negotiation with the Deputy Principal needs to occur if a critical call is expected and in most circumstances these phone calls should be directed through the front office.
3. If students are unwell, arrangements for going home need to be made through the Front Office, not from students’ mobile phones.
4. Students must take full responsibility for the security of their mobile phones. The school takes no responsibility for lost, stolen, or damaged phones.
5. Mobile phones are not to be used in change rooms, toilets or sleeping areas at school or when involved in school activities (excursions/camps).

6. Inappropriate use of mobile phones will be dealt with through the school Student Management Policy.

7. Mobile phone content, such as video files, will be addressed in accordance with the school’s ICT User Agreement as pertaining to mobile and portable devices.

8. Upon discussion with individual teachers phones may be used as MP3 players however they must not be visible and may only be handled when pressing play or stop.

9. Any images/videos/audio taken of students in school uniform or on school premises are not to be published in any public forum.

10. In the event that students do not have their phones switched off or are found using their phone during a lesson or inside the building the following consequences will apply:
    1) First offence: The teacher will ask the student to put the phone away.
    2) Second offence: The teacher will take the phone from the student for the duration of the lesson.
    3) Third offence: The teacher will request the phone and pass the phone and information on to the Front Office who will record the infringement and call home. The phone will be kept for the remainder of the day.
    4) Fourth offence: The Principal/Deputy Principal will speak with the parent/carer about the student no longer being able to have the phone at school for the remainder of the term.

11. Teachers will ask students to leave their mobile phones with the teacher if they need to leave the classroom during class time.

Responsibilities
The implementation of this policy is the responsibility of all teaching staff, with the Deputy Principal having oversight.

Teachers are responsible for passing confiscated phones and appropriate information to the Deputy Principal / Principal for documentation.

Students are responsible for demonstrating etiquette in the use of mobile phones at school in line with the guidelines above.

Review Date
The mobile phone policy will be tabled for discussion at one Leadership and Staff Meeting each year. If, as a result, amendments are agreed upon, these shall be published for discussion by the school community, before formal adoption.
Dear Parent/Caregiver

As members of this school community there are family or work-related reasons to have access to a mobile phone at school. However, inappropriate phone use can disrupt classes and interfere with our core business: learning. We are also aware that available technologies mean that phones can be used inappropriately to harass others or to store materials unsuitable for school.

Consequently, our mobile phone policy incorporates the following guidelines:

1. Except for critical calls mobile phones are only to be used out of lesson times and out of the school buildings. Mobile phones are to be switched off in all buildings (excluding the hall at recess and lunch time).
2. Negotiation with the Deputy Principal needs to occur if a critical call is expected and in most circumstances these phone calls should be directed through the front office.
3. If students are unwell, arrangements for going home need to be made through the Front Office, not from students’ mobile phones.
4. Students must take full responsibility for the security of their mobile phones. The school takes no responsibility for lost, stolen, or damaged phones.
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8. Upon discussion with individual teachers phones may be used as MP3 players however they must not be visible and may only be handled when pressing play or stop.
9. Any images/videos/audio taken of students in school uniform or on school premises are not to be published in any public forum.
10. In the event that students do not have their phones switched off or are found using their phone during a lesson or inside the building the following consequences will apply:
11. First offence: The teacher will ask the student to put the phone away.
12. Second offence: The teacher will take the phone from the student for the duration of the lesson.
13. Third offence: The teacher will request the phone and pass the phone and information on to the Front Office who will record the infringement and call home. The phone will be kept for the remainder of the day.
14. Fourth offence: The Principal / Deputy Principal will speak with the parent/ carer about the student no longer being able to have the phone at school for the remainder of the term.
15. Teachers will ask students to leave their mobile phones with the teacher if they need to leave the classroom during class time.

We are seeking your assistance in implementing this policy, and ask that you complete the Parent Permission form below to enable your student to have a phone at school. We are most happy to receive feedback and concerns about this policy, and your views can be expressed by contacting us on 87 370 000.

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PARENT PERMISSION
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I understand and accept the above statements relating to how I may use my mobile phone as a student of Penola High School.

Mobile phone number: _________________________________________
Student’s name: ________________________________________________
Student’s home group: __________________________________________
Student's signature: ____________________________________________
Parent’s name: ________________________________________________
Parent’s signature: ____________________________________________