

## Mobile Phone Procedures – Bathurst High Campus

These procedures are based on the principles of mutual responsibility for and respect of all parties involved in the use of mobile phones. It requires accountability on the part of the student for his or her actions. It is designed to assist in managing the safe and responsible use of mobile phones by students and involves parents as partners in assisting their children in the proper use of mobile phones. It is underpinned by an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take a mobile phone to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's requirements.

### Acceptable Use procedures for Mobile Phones

#### 1. Purpose

- The widespread ownership of mobile phones among young people requires school administrators, teachers, students, and parents to take steps to ensure that mobile phones are used responsibly. The Acceptable Use procedures are designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.
- Bathurst High Campus has established the following Acceptable Use procedures for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.
- Students, their parents or carers, must read and understand the Acceptable Use procedure before students are given permission to bring mobile phones to school.
- The Acceptable Use procedures for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

#### 2. Rationale

- Bathurst High Campus accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

#### 3. Responsibility

- It is the responsibility of every student who brings a mobile phone to school to abide by the guidelines outlined in this procedures document.
- The decision to provide a mobile phone is made by parents or carers.
- Parents should be aware if their child takes a mobile phone to school.
- Permission to have a mobile phone at school while under the school's supervision is contingent on parent/carers permission in the form of a signed copy of this procedure. The parent /carer may revoke approval at any time.



## 4. Acceptable Use

- Mobile phones must be **switched off and kept out of sight** during all learning periods.
- Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted appropriately. This enables the school to support our students in stressful times.
- While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls. Mobile phones will not be used in any manner or place that is disruptive to the normal routine of the school.
- Students should protect their phone numbers by only giving them to friends and keeping a note of whom they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
- In exceptional circumstances, with agreed consultation between the parent and teacher, students with additional needs may use headphones attached to phones as part of their Individual Learning Plan. Professional advice from psychologists and other medical staff inform these plans which the Learning Support Team will review regularly.

## 5. Unacceptable Use

- Mobile phones will not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies and sport. Students should only use their mobile phones before, after school, or during recess and lunch breaks.
- Mobile phones **must not** disrupt classroom lessons with ringtones or beeping.
- Headphones are not to be used in connection with mobile phones during lesson time.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour and may result in action from the NSW Department of Education or police.
- It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Principal.

## 6. Theft or Damage

- Students who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception.



- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, including while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential.
- Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

## 7. Inappropriate Conduct

- Any student caught using a mobile phone inappropriately in examinations or assessments will face disciplinary action as sanctioned by the Principal.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Principal.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Principal.

*[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Police.]*

## 8. Sanctions

- Students who infringe the rules set out in this document will have their mobile phones confiscated by a member of the executive leadership team. The mobile phone will be taken to a secure place within the school and the student's parent/carer informed. Appropriate arrangements will then be made for the parent/carer to collect the mobile phone. Phones will only be returned to students in exceptional circumstances.
- As set out in the previous section, failure to abide by the rules set out in this document may result in an alleged incident being referred to the Police for investigation. In such cases, the parent or carer would be notified immediately.
- Students who regularly breach the rules set out in this document will have their mobile phone agreement cancelled and will not have permission to bring a phone into Bathurst High Campus.

**Policy Effective date:     Monday 13 May 2019.**

There will be a phase in period for students to return signed paperwork during the first two weeks of Term 2 (Monday 29<sup>th</sup> April 2019 to Friday 10<sup>th</sup> May 2019)

### Parent Information Sessions:

Bathurst High Campus Staff common room - Thursday 2<sup>nd</sup> May 2019 – 3.30pm to 4.00pm.

Bathurst High Campus Staff common room - Thursday 9<sup>th</sup> May 2019 – 3.30pm to 4.00pm.



## Parent/Carer Permission

I have read and understand the above information about appropriate use of mobile phones at Bathurst High Campus. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (e.g. if lost, or if the mobile phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and I understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Student name (print) \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Year Advisor name (print) \_\_\_\_\_

Year Advisor signature \_\_\_\_\_

Date \_\_\_\_\_

Senior Executive name (print) \_\_\_\_\_

Senior Executive signature \_\_\_\_\_

Date \_\_\_\_\_

If you have to contact the school and discuss this policy with a member of the Senior Executive, please phone 02 6331 3755.

Kind regards



Ken Barwick  
**Principal**  
**Bathurst High Campus**  
**Denison College of Secondary Education**