

# INTERIM MOBILE COMMUNICATION DEVICE POLICY

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## 1. Purpose

This policy provides teachers, students and parents guidance on the acceptable use of mobile communication devices.

## 2. Scope

The Interim Mobile Communication Device Policy refers to the use of mobile communication devices both inside and outside the classroom dependent on the year level, and also applies to students during College excursions, camps and extra-curricular activities.

The College is currently reviewing the use of mobile communication devices and referencing the latest research available with regard to student learning and welfare.

## 3. Policy Statement

ELTHAM College acknowledges the profound impact which has resulted from the introduction of mobile devices. The College sees it has a role to assist students and families with advice, guidance and, where necessary, directives to ensure our young people are provided with a 'best practice' environment for the use of mobile devices, especially phones and any subsequent mobile devices that may have a similar impact on the life of young people. The College aims to provide clear direction about mobile device use to our school community. We recognise the benefits of mobile access, however, we also acknowledge that the inappropriate use of mobile devices within the school can be a cause of disruption and distraction.

### Personal safety and security

ELTHAM College accepts that parents provide their children with mobile devices to allow communication in the event of everyday risks involving personal security and safety. There is also concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently.

## 4. Acceptable Uses

### Years ELC-4

Students in year levels ELC to Year 4 are not permitted to bring a mobile communication device to the College or on excursions, camps or extra-curricular activities. Such devices may be permitted only in exceptional circumstances and only if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Director of ELC and Junior School.

### Years 5-6

Students in year levels 5 and 6 may bring a mobile communication device to the College if necessary, however, the device is not permitted in the classroom or at break times. The device must be kept in the students locker throughout the school day.

## **YEAR 7 -12**

4.1 If students need to bring a mobile communication device to the College, the device must not be taken into classes. If it is brought to school it should remain in the student's bag or locker during class time.

Such devices may be permitted in classrooms only in exceptional circumstances and only if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Director of Senior School.

4.2 Parents are reminded that in cases of emergency, the College Reception, (03)9437 1421, remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way. This should be the first point of contact.

4.3 When not in class, students should use silent features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

4.4 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

## **5. Unacceptable Uses**

5.1 Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Inappropriate use of mobile devices will be managed via the College's [Student Management Policy EC007-POL](#), and [Bullying and Harassment Policy EC018-POL](#).

5.2 It is unacceptable for students to use their mobile communication devices to take videos or pictures to denigrate or humiliate students. Students must not send such pictures to other students or upload them to a website for public viewing. This also includes using mobile devices to photograph or film any student, staff member or school visitor without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.3 Mobile communication devices are not to be used to film, photograph or otherwise record a member of the ELTHAM College community, whether student, staff, parent or visitor, without first seeking permission unless authorised to do so as part of a properly conducted ELTHAM College program.

## **6. Theft or Damage**

6.1 The College strongly advises that students mark their mobile communication device clearly with their name.

6.2 Mobile devices that are found at the College and whose owner cannot be located should be handed in at the Main Reception.

6.3 The College accepts no responsibility for replacing lost, stolen or damaged mobile devices.

6.4 The College accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.

6.5 It is strongly advised that students use passwords/pin numbers or biometric keys to ensure that there can be no unauthorised use of their device. Students should keep their password/pin numbers confidential.

## **7. Inappropriate Conduct**

7.1 Any student/s observed using a mobile device to cheat in exams or assessments will face disciplinary action in line with the Student Management Policy.

7.2 Any student who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action as sanctioned by the relevant Director of School.

7.3 Students with mobile communication devices 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. Students using mobile devices to bully other students will face disciplinary action in line with the Student Management Policy.

## **8. Sanctions**

8.1 The College's [Student Management Policy EC007-POL](#), will be used to manage students who infringe the expectations set out in this document. Students may face having their devices confiscated by teachers. The mobile device would be taken to a Team Leader (Junior School) or Year Level Coordinator (Senior School) and, if appropriate, the student's parent informed.

8.2 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile communication device to school.

8.3 As set out in this document, behaviour which is criminal in nature may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

## **9. References**

### **Internal References:**

[EC007-POL College Student Management Policy](#)

[EC018-POL Bullying and Harassment Policy](#)

[EC076-POL Student Academic Integrity Policy](#)

[EC019-GDL Acceptable use of Technology Agreement](#)

## **10. Document Version Control and Amendments**

<b>Version</b>	<b>Date</b>	<b>Amendment</b>	<b>Author</b>
1	January 2019	First Policy.	Deputy Principal