



A New World of Learning...

ORANGE ANGLICAN GRAMMAR SCHOOL

Orange Anglican Grammar School

Acceptable Use Policy for Student Mobile Phones

The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

1. Purpose and Rationale

- 1.1 The widespread ownership of mobile phones among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Acceptable Use Policy is 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.
- 1.2 Orange Anglican Grammar School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. Parents may also be concerned 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.
- 1.3 Orange Anglican Grammar School has established this Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobiles during school hours.
- 1.4 Students, their parents or guardians are invited to read and familiarise themselves with the Acceptable Use Policy if students intend to bring mobile phones to school.
- 1.5 The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Responsibilities – Students and Parents

- 2.1 Students and their parents or guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to school.
- 2.2 It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in Orange Anglican Grammar School's Acceptable Use Policy.
- 2.3 The decision to provide a mobile phone to their child should be made by parents or guardians.
- 2.4 Parents should be aware if their child takes a mobile phone to school.

3. Acceptable Uses of Mobile Phones at School

Using mobiles responsibly at school:

- 3.1 Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- 3.2 Students should not use mobile phones to make calls, send text messages, access the internet, use as a hotspot, take photos or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Students should restrict use of the mobile phone to before or after school.
- 3.3 Mobile phones must not disrupt classroom lessons with ringtones, beeping or vibrating. They should be placed into "silent mode" or off and kept out of sight during classroom lessons and school activities to minimise distractions.
- 3.4 Texting in the classroom is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, Administration (6360 4811) remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 3.5 Mobile phones are not to be used in 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.
- 3.7 Students are reminded to protect their phone numbers by only giving them to close friends and family. It may help younger students to keep a note of whom they have given their phone number to. This can help protect the student's number from falling into the wrong hands and guard against cyber-bullying.

Cyberbullying:

- 3.8 Using mobile phones to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- 3.9 Students and parents are reminded that 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.
- 3.10 Mobile phones must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. Students are reminded that mobile phones are not to be used in toilets or changing rooms.

Theft or damage:

- 3.11 To avoid disputes and assist in finding owners, younger students may want to mark their mobile phone clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.
- 3.12 Students who bring a mobile phone to school may want to leave it locked away in their locker/bag when they arrive to prevent loss or theft. To reduce the risk of theft during school hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse.
- 3.13 Mobile phones that are found in the school and whose owner cannot be located should be handed to Administration
- 3.14 Orange Anglican Grammar School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 3.15 Orange Anglican Grammar School accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- 3.16 It is strongly advised that students use passwords/PINS 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/PINS confidential. Mobile phones and/or passwords should not be shared.
- 3.17 If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.

4. Sanctions/Consequences of unacceptable/inappropriate use

- 4.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as outlined in the student examination policy and/or relevant assessment policy.
- 4.2 Students using mobile phones to bully other students will face disciplinary action as outlined in the Orange Anglican Grammar School Discipline Policy.
- 4.3 Students who infringe the guidelines and rules set out in Orange Anglican Grammar School's Acceptable Use Policy could face having their mobile phones confiscated by teachers. In the instance of confiscation students would be asked to turn off the phone prior to handing it to the teacher. The mobile phone would be then be given to either the Head of Primary or Head of Secondary as appropriate. Devices would be stored in a secure place and returned at the end of the school day. In cases of repeated infringements of the usage guidelines, parents would be contacted to collect the mobile phone. Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.

Version	Date	Author	Reason	Further Information
1	2015	Robert Watts	Initial Policy	Specific guidelines for mobile use at OAGS