



ASCOT VALE PRIMARY SCHOOL
No.2608

ASCOT VALE PRIMARY SCHOOL MOBILE COMMUNICATION DEVICES

Originally Passed by School Council 19th September 2011
Reviewed & Passed at School Council 17th November 2014

Mobile communication devices (MCD) are important modern day communication tools. Many MCD's include cameras (both video and still), have sound recording capabilities, music players and can track where you are. The 'always on' nature of these devices means that risks, such as cyber bullying, accessing inappropriate content and being distracted from learning, are always present. They can easily be improperly used, lost or damaged and must therefore be effectively managed. Ascot Vale PS wishes to utilise the benefits of these MCD's, including iPads and mobile phones whilst managing the problems they can potentially cause. Any member of the school community misusing a MCD, whilst on school property or engaged in school activities, will be brought to the attention of the Principal. Please also refer to the:

- AVPS Cyber Bullying policy (9/2014)
- ICT Student Acceptable Use policy (updated annually)
- DEECD Acceptable Use Policy for Information, Communications and Technology systems
<http://www.education.vic.gov.au/school/principals/health/Pages/lolsocialmediaaup.aspx>

Guidelines

Staff

- Teachers in charge of all excursions and trips involving students must ensure a mobile phone accompany each trip
- Mobile phones are not to be used for private use during teaching hours, with the exception of an emergency, or when needed on an excursion or school camp
- Students are not to use staff phones or MCD's without the direct permission of the staff member in charge (note – all grade 4, 5 & 6 students can bring their own iPad)
- Staff must comply with the ICT acceptable use policy when using the internet and email facilities that many MCD's have, including using their staff leased laptop and school owned iPad at home
- Staff will have access to professional learning relating to all forms of cyber bullying – this will be monitored and supported via the student welfare team
- Each classroom teacher will clarify with students at the start of each year the school policy on cyber-bullying and ensure that all Internet Usage forms are explained and signed by students and parents
- Staff will never post student detail or pictures on 'social media' without the prior written consent from the child's parents or caregivers

Parents

- Parents assisting with school programs and activities are required to put their phones on silent, including at school assemblies
- Parents assisting with school programs, including excursions will not let students use their mobile phone or other MCD
- Parents are not to take photos of students unless consent is given by the staff member in charge
- Parents are encouraged to be involved with their child's use of technologies by:
 - Finding out what the MCD can access and any other services it can provide

- Talking to their child about their own experiences using MCD's, the good and the bad
- Encouraging their child to tell them if they come across something's that worries them and not to respond to it
- Seeking support in the above instance such as reporting to school

Students

- Student MCD's, other than iPads for grade 4, 5 and 6 students, must not be used during class time or other activities (such as excursions, camps) unless permission is given by the teacher in charge (i.e. it must not interfere with learning) This includes mp3 music players that most MCD's today have
- Any MCD's with mobile phones must be turned off upon arriving at school and must remain off during school hours
- The school will not be responsible for incoming or outgoing calls or messages, or lost or damaged mobile devices **The DEECD does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.** Students are discouraged from bringing any unnecessary or particularly valuable items to school
- Students will not take any MCD, including an iPad, that has mobile phone capabilities outside during recess or lunchtime
- Student will comply with the ICT students acceptable use policy when using the internet, email and taking photos whether they are using school technologies or personal MCD's (with teacher permission)
- All students will be made aware, through classroom programs and curriculum, about the seriousness of cyber bullying, its impact on those being bullied and how this behaviour is unacceptable and will not be tolerated.
- Consequences for inappropriate use will be enforced, depending on the seriousness of the breach and any repeat behaviours. Parents/ Carers may be contacted if a students misuse any MCD as stated above. Students may lose their rights to bring any MCD to school.

References:

- How to be phone smart (and stay safe) ACMA – phone 1800 880 176
- DEECD – Acceptable Use Policy - <http://www.education.vic.gov.au/school/principals/health/Pages/lolsocialmediaaup.aspx>

Evaluation:

This policy will be reviewed with staff, students, parents and community in November 2017, as part of the three year policy cycle.