

<p>Castlemaine Steiner School &amp; Kindergarten</p>	<h2 style="text-align: center;">Mobile Phones - Acceptable Use Policy</h2>
<p><b>RATIONALE</b></p> <p><b>OBJECTIVES</b></p>	<p>The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly at schools.</p> <p>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 without being misused by individuals for inappropriate purposes</p> <p>By implementing this policy, the School aims to achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• To provide a workplace for staff and students that is safe and free from any unwanted intrusion into privacy or student learning time.</li> <li>• To reduce the risk of student misuse of electronic devices and reduce the disruption caused by phones.</li> </ul>
<p><b>AIMS</b></p>	<p>Castlemaine Steiner School &amp; Kindergarten has established the following Acceptable Use Policy for mobile phones that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.</p> <p>Students and their parents (or guardians) must read and understand the Acceptable Use Policy.</p> <p>This Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.</p>
<p><b>SCOPE &amp; RESPONSIBILITY</b></p>	<p>This policy applies to all students, with the support of teachers, parents and carers.</p> <p>It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.</p> <p>The decision to provide a mobile phone to their children should be made by parents or guardians.</p> <p>Parents should be aware if their child takes a mobile phone to school, that the phone needs to be handed in to the School Office before class time (start of day) and collected only after class time (end of day).</p> <p>All communications between the student and parents during the school day should be facilitated through the office.</p>

## USE OF MOBILE PHONES BY STUDENTS

### Reasons for Complying with the Policy

Student use of mobile phones or electronic equipment at school can result in:

- interference in the learning process
- misuse by students or callers
- inappropriate use of digital cameras built into the phone unit
- cyber bullying
- theft or damage
- accessing internet sites inappropriate to the age of school students
- receipt of undesirable messages by minors
- invasion of the privacy of staff and other students

### Inappropriate conduct

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. If a student uses a mobile phone inappropriately, the student will face disciplinary action as sanctioned by the Principal and College of Teachers.

### How to Bring a Mobile Phone

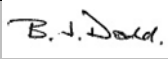
If a student must bring a mobile phone (or electronic devices such as cameras, MP3 players, tablets or laptops) to school, parental permission must be given in writing and the device must be handed in at the School Office before school starts. It will be registered and stored by a staff member.

The mobile phone or electronic device may be collected from the School Office only at the end of the school day.

### Rules

- Mobile phones are NOT to be used by students on school premises nor during school sanctioned excursions.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- **If mobile phones need to be brought to school by students, parents must send written permission in advance of this event [see appendix A] and the student must turn off or mute the mobile phone and hand it into the office where a staff member will register it and store it from the time the student arrives in school until the time the student leaves for the day.**
- Students should protect their phone numbers by only giving them to friends and keeping a note of who 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.

	<p><b>Communication</b></p> <p><u>For all school contact, parents of students should be directed to ring the school office number.</u></p> <ul style="list-style-type: none"> <li>• If parents need to get an urgent message to their child they should contact the school office.</li> <li>• All communications between the student and parents during the school day can be facilitated through the office. To make a call to their parent a student simply needs to request a note from their class teacher advising the office to allow the call.</li> </ul> <p><b>Consequences for Breaching this Policy</b></p> <p>If a student is found to have used a mobile phone or electronic equipment at school the following steps will apply.</p> <p><b>First Offence</b></p> <p>The mobile phone or electronic equipment will be taken from the student and sent to the School Office where it will be kept for the day.</p> <p>The student’s name, date and details of the equipment confiscated will be logged. The student may collect their phone or electronic equipment at the end of the school day. The student will be reminded of the school’s policy, and future ramifications if they offend again.</p> <p><b>Second Offence</b></p> <p>The mobile phone or electronic equipment will be taken from the student and sent to the School Office where it will be kept at school.</p> <p>The student’s name, date and details of the equipment confiscated will be logged. The parent / guardian will be requested to write a note requesting the confiscated equipment be returned to the child.</p> <p>The parent / guardian will be provided with a copy of this document.</p> <p><b>Further Offences</b></p> <p>These will be treated as a breach of CSSK’s Positive Behaviour Policy and may lead to serious consequences as outlined in Appendix C ‘Formal Student Disciplinary Action Procedure’.</p>
<p><b>LIABILITY</b></p>	<p>Castlemaine Steiner School &amp; Kindergarten accepts no responsibility for the loss, damage or misuse of student mobile phones or electronic equipment.</p>

<b>EXEMPTION</b>	<p>For a particular serious emergency or circumstance of a short nature, an exemption may be granted by the Principal to allow a student to use a mobile phone or electrical equipment at school, or on a school excursion or sports visit, without penalty under the following conditions:</p> <ul style="list-style-type: none"> <li>• Prior arrangements with the Principal have been made by the parents.</li> <li>• Circumstances are such that the normal school phone arrangements cannot be used.</li> <li>• Use of mobile phone or electronic equipment occurs in a designated place at an arranged time.</li> <li>• The call is directly related to the reasons outlined by parents.</li> <li>• The student is supervised by a designated member of staff during use.</li> <li>• The mobile phone or electronic equipment is handed in to the School Office (or in the case of Excursions, the teacher in charge) at times outside the agreed usage period.</li> <li>• Misuse of a mobile phone or electronic equipment that breaches any of the 'Reasons for Complying with the Policy' will result in the exemption being cancelled immediately.</li> </ul>
<b>Date Implemented</b>	02/08/2019
<b>Author</b>	Danilo Paglialonga
<b>Approved By</b>	Principal
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	
<b>Next Review Date</b>	02/08/2022

## APPENDIX A Parental Permission Letter

I, \_\_\_\_\_, have made the decision that it is necessary for my child  
\_\_\_\_\_ of class \_\_\_\_\_ to have a  
mobile phone / camera / MP3 player / Laptop (please circle applicable device)

for the following period:

from \_\_\_\_\_ to \_\_\_\_\_

for the following reason/s:

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Both my child and I are aware that mobile phone use is NOT permitted on the school premises and that my child MUST hand in the phone to a staff member at the school office upon arrival to school and may only be collect it from the office upon departure at the end of the school day.

Both my child and I have read the CSSK Mobile phone Acceptable Use Policy and agree to adhere to the stipulated terms and consequences.

Both my child and I fully understand that Castlemaine Steiner School & Kindergarten accepts no responsibility for the loss, damage or misuse of student mobile phones or electronic devices.

Agreement signed by

Parent/Guardian Name:

Parent/Guardian Signature:

Student name:

Student signature: