

**ACCEPTABLE USE POLICY FOR MOBILE PHONES
'OFF AND AWAY' – YEAR 12**

1. Purpose

- 1.1. The widespread ownership of mobile phones among young people requires that parents, students, school administrators and teachers take steps to ensure that these phones are used responsibly at school, excursions, camps and extra-curricular activities. This Acceptable Use Policy is designed to ensure that inappropriate access to mobile phones does not impact on learning time.
- 1.2. Kingscliff High School has established an Acceptable Use Policy for Mobile Phones 'Off and Away' that inform teachers, students and parents how mobile phones can be accessed at school.
- 1.3. Students and their parents or guardians should read, understand and agree to abide by the Acceptable Use Policy for Mobile Phones 'Off and Away' before students are given permission to bring their phones to school.

2. Rationale

- 2.1. Kingscliff High School accepts that parents give their children mobile phones to protect them from everyday risks involving security and safety. It is acknowledged that providing a student with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently **outside of school hours**.
- 2.2. Parents are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in any appropriate way.

3. Responsibility

- 3.1. Prior to students being permitted to bring a phone to school, students must sign the Mobile Phone Usage Agreement 'Off and Away'
- 3.2. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

4. Acceptable Uses

- 4.1. Mobile phones may be accessed before school, at recess, lunch and after school (in accordance with details outlined in Section 5).
- 4.2. Mobile phones may not be accessed during class time, transition time between classes or at school organised activities such as Assembly, Sport and special events.
- 4.3. Exceptions may be permitted only in circumstances where permission has been sought from Senior Executive or the teacher who is conducting the class specifically allows usage.

5. Unacceptable Uses

- 5.1. Mobile phones must not be used for non-educational purposes in any manner or place that is disruptive to the normal routine of school.
- 5.2. Unless express permission is granted, mobile phones must not be used to make calls, send SMS messages, access the internet, take photos or use any other application during classes (refer 4.2).
- 5.3. As with all forms of bullying or harassment, using mobile phones to communicate with other students for this purpose is at odds with our school values and will not be tolerated. It is a criminal offence to use a mobile phone to menace, offend another person or document illegal activities. In such cases phones may be confiscated pending advice from the Police or DoE legal representatives.
- 5.4. Except as permitted by teachers for educational purposes, mobile phones must not be used to photograph, film or record any member of the school community or a visitor to the school, while on school grounds.
- 5.5. Mobile phones may not be used during an exam or assessment. This will be considered to be cheating and the student will face academic and behavioural consequences.

6. Consequences

- 6.1. Students accessing mobile phones during class time or transition between classes will be formally cautioned that any further infringement of expectations will result in suspension.
- 6.2. Further instances of inappropriate access to mobile phones will result in suspension from school.

7. Phone Protection

- 7.1. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 7.2. Students are advised to mark their mobile phones clearly with their names.
- 7.3. Mobile phones are an attractive target for thieves. To reduce the risk of theft during and outside of school hours, students should keep their phones on their person and not leave them unattended.
- 7.4. Kingscliff High School strongly advises the use of passwords and pin numbers to protect mobile phones from unauthorised use.

MOBILE PHONE USAGE AGREEMENT
'OFF AND AWAY' – YEAR 12

Student Name: _____ Year: _____

I acknowledge that mobile phones are useful as a means to contact my parents regarding before and after school arrangements. It is important that mobile phones are not used in a manner which disrupts learning, invades people's privacy or as a tool for harassment.

By signing this agreement I agree to:

- have my mobile phone (including earphones/ear buds) switched off and kept out of sight during classroom lessons ('Off and Away') unless Senior Executive or class teachers have given permission for them to be used for educational purposes;
- have my mobile phone (including earphones/ear buds) 'Off and Away' during transition time between classes;
- use my mobile phone only before or after school or during recess and lunch breaks;
- contact the school office to communicate with my parents and care providers in case of emergency;
- accept the consequences if I fail to follow the guidelines outlined in this agreement; this can include suspension and confiscation of my phone;
- support the school's 'Off and Away' mobile phone policy.

I agree **NOT** to:

- access my mobile phone during class time;
- access my mobile phone during transition between classes;
- use my mobile phone in a way which will cause harm to others.

I understand that:

- it is my decision to bring a mobile phone to school and I am responsible for its safety, security and responsible use;
- school accepts no responsibility for lost, stolen or damaged mobile phones;
- misuse of my mobile phone will have consequences consistent with not following school rules, as outlined in the school's 'Off and Away' policy.

(Student Signature)

Date: ___ / ___ / ___