



SOPHIA
MUNDI

The Inner City Steiner School P-12

Mobile Phone Policy

Ratified by the School Board: 16 March 2011

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1. Policy

This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile phones. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile phones by students and involves parents as partners in assisting their children in the proper use of mobile phones. It is underpinned by an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take a mobile phone to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's requirements.

Students who intend to bring a mobile phone to school **and** their parents or guardians must sign a copy of the Mobile Phone Acceptable Usage Agreement for School Students (Appendix A) to signify that they have read and accepted the conditions for taking a mobile phone to school. This will be kept on the student's file.

1.1 Purpose

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. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed.

Sophia Mundi Steiner School has established the following policy to provide teachers, students and parents guidelines and instructions for the appropriate use of mobile phones at Sophia Mundi Steiner School.

Students, their parents or guardians must read and understand this policy before students are given permission to bring mobile phones to Sophia Mundi Steiner School.

The policy also applies to students during school excursions, camps and extra-curricular activities.

1.2 Rationale

1.2.1 *Personal safety and security*

Sophia Mundi Steiner School accepts that parents may give their children mobile phones to protect them from perceived everyday risks involving personal security and safety. There may also be concerns about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone may give some parents reassurance that they can contact their child if they need to speak to them urgently.

1.2.2 *Responsibility*

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this policy.

The decision to provide a mobile phone to their children should be made by parents/guardians and parents/guardians should be aware if their child takes a mobile phone to school.

Permission to have a mobile phone at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians and/or the school may revoke approval at any time.

1.3 Acceptable Uses

- Mobile phones should be switched off and kept out of sight whilst on the school premises – before, during and after school hours.

Guidelines

Exceptions may be permitted only in exceptional circumstances if the parent/guardian specifically requests it in writing for a specific period of time and the school approves it. Such requests will be handled on a case-by-case basis and should be directed to the Principal. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

- While on school premises before or after school, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- 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.

1.4 Unacceptable Uses

- Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school hours or during extra curricular activities.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent.
- 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.
- Mobile phones are not to be used or taken into 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.
- Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student may face disciplinary actions as sanctioned by the Principal.

1.5 Theft or Damage

- Students should mark their mobile phone clearly with their names.
- Students who bring a mobile phone to school should leave it locked away in their bag when they arrive.
- Mobile phones that are found in the school and whose owner cannot be located should be handed to the school office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers 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/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Guidelines

Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

1.6 Inappropriate Conduct

- Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Principal.
- Students with mobile phones 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, and phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Principal.

Guidelines

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve Victoria Police.

1.7 Sanctions

Students who infringe the rules set out in this document will have their phones confiscated by teachers. If confiscated, mobile phones will be taken to the school office and the student's parents/guardians informed. After school, on the first occasion, the student may collect the mobile phone from the office. On subsequent occasions, it would be up to the parents/guardians to then make appropriate arrangements to collect the mobile phone from the school.

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

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to Victoria Police for investigation. In such cases, the parents/guardians of the student(s) involved would be notified immediately.

Mobile Phone Usage Agreement for School Students

If you bring a mobile phone to Sophia Mundi Steiner School you must agree to the following rules:

Acceptable Uses

While on the school premises, students will:

- keep phone switched off and kept out of sight, unless specifically approved in writing by the Principal;
- protect their phone number by only giving it to friends and keeping a note of who they have given it to;

Unacceptable Uses

Students will not:

- make calls, send SMS messages, surf the internet, take photos or use any other application during school hours or during extra-curricular activities unless given express permission;
- use their mobile phones during school and/or disrupt classroom lessons with ring tones or beeping;
- use mobile phones to bully and threaten other students;
- "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing;
- use a mobile phone to photograph or film any student without their consent;
- use a mobile phone to message, harass or offend another person; or
- take a mobile phone into changing rooms or toilets or use one in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

Theft or Damage

Students will:

- mark their mobile phone clearly with their names;
- leave the mobile phone in their bag when they arrive at school;
- hand any mobile phone found in the school and whose owner cannot be located to the school office;
- not hold the school responsible for replacing lost, stolen or damaged mobile phones;
- not hold the school responsible for mobile phones lost or stolen while the student is travelling to and from school; and
- use confidential passwords /pin numbers to ensure that unauthorised phone calls cannot be made on their phone (eg by other students, or if stolen).

Suspension Conditions

Students must be aware that they will face disciplinary action as sanctioned by the Principal in the following circumstances:

- if they are caught using a mobile phone to cheat in exams or assessments;
- if they use vulgar, derogatory, or obscene language while using a mobile phone; or
- if they engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, or phone calls, or in any other way bully other students



I agree to abide by the Mobile Phone Usage Agreement for School Students.

I understand that if I infringe the rules above I could face having my mobile phone confiscated by teachers, and taken to the school office, requiring my parents/guardians to make appropriate arrangements to collect the mobile phone from the school.

I understand that repeated infringements may result in the withdrawal of this agreement.

I understand that failure to heed the rules set out in this document may result in an alleged incident being referred to Victoria Police for investigation.

Name of student: _____

Signature of student: _____ Date: _____

Name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

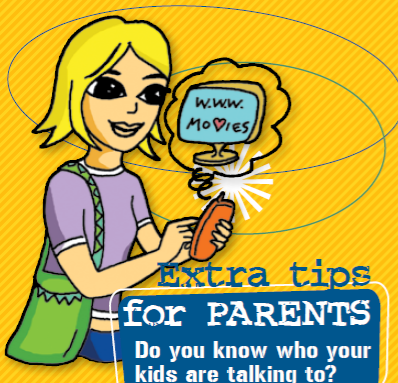
Office use only: Date processed: / / Processed by (initials):

Note: This Agreement should be filed by the teacher and we suggest, a copy be retained by both the parent/ guardian and the student



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Appendix B How to be phone smart and stay safe



Extra tips for PARENTS
Do you know who your kids are talking to?

Stay involved with your child's use of new technologies. Ask your child to show you how his or her phone works, or borrow it and become familiar with it.

Find out how access to 'adult' content and other services offered by your child's mobile phone carrier can be managed. Such information is usually available on the carrier's website.

Talk to your children about their experiences the good and the bad. Let them know it's OK to tell you if they come across something that worries them. (It doesn't mean they're going to get into trouble.)

Teach your children that there are ways they can deal with disturbing material—they should not respond if they are sent something inappropriate, and they should immediately leave or hang up if they feel uncomfortable or worried by it.

www.cybersmart.gov.au

If you would like to talk to us in your own language, please call the Telephone Interpreter Service on 131 450 and they will contact us for you.

ITALIAN
Se desiderate parlare con noi in italiano, siete pregati di chiamare il servizio d'interpretariato telefonico (Telephone Interpreter Service) al numero 131 450 e loro ci contatteranno per voi.

VIETNAMESE
Nếu quý vị muốn nói chuyện với chúng tôi bằng tiếng Việt, xin điện thoại đến Dịch vụ Thông dịch qua Điện thoại (TIS) ở số 131 450 và họ sẽ giúp quý vị liên lạc chúng tôi.

GREEK
Αν θέλετε να μας μιλήσετε στη γλώσσα σας, παρακαλείστε να τηλεφωνήσετε στην Τηλεφωνική Υπηρεσία Διερμηνέων στο 131 450 και να ζητήσετε να επικοινωνήσουν μαζί μας εκ μέρους σας.

ARABIC
إذا كنت تودّ التحدث إلينا بلغتك، فيرجي الاتصال بخدمة الترجمة الشفهية والحطية على الرقم 131 450 حيث يقوم مترجم من الخدمة بالاتصال بنا والتحدث إلينا نيابة عنك.

CHINESE
如果您希望用您的語言和我們傾談，請致電 131 450 電話傳譯員服務 (Telephone Interpreter Service)，他們會替您和我們聯絡。

For more information contact:
Australian Communications and Media Authority
Cybersafety Contact Centre
Telephone: 1800 880 176
Email: cybersafety@acma.gov.au

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How to be PHONE SMART (and stay safe)



Cybersmart tips for kids and young people

Mobile phones are no longer just a way to make voice calls when you're out and about. You can send text messages via **SMS**, **pictures**, **sounds**, **video** via MMS (multi-media messaging), access **email**, **IM** (instant messaging), and **chat**, as well as **surf** the net.

Many mobiles include cameras, sound recording capability, and can also track where you are! While most content and services will be suitable for everyone, some may be unsuitable and risky for kids.

The 'always on' nature of mobile services means that risks, such as cyberbullying, people making inappropriate contact and the chance that kids will access unsuitable content, are always present.

They can happen at any time, anywhere. And because parents can't always be there to supervise, it is more important than ever to teach kids how to protect themselves.

Do you REALLY know who you're talking to?

Keep secrets—don't tell anyone your personal details. This includes your name, address, your current location, credit card details and school. Be very careful about giving out your phone number too.

Check with your Mum, Dad or carer before you give anyone this information, particularly to people who you may have only just met online.

Remember—the person you meet in a chat room may not be who they say they are. And if you give out personal information or send pictures, the person you send them to may not be the only person to see them!

Take **someone** with you. If you want to meet someone you haven't met so far in person, ask a parent or another adult to go with you and always meet in a popular public place, preferably during the day.

Say **NO!** Don't accept any offers that seem too good to be true—they probably are. Never accept the offer of a free mobile phone from someone without asking your Mum or Dad first!

Watch out! Stay aware of what's going on around you and guard your privacy. Remember, if you can take pictures of everything and everyone with your phone, so can other people ... and you may not want to be the subject of their photos!

Be considerate—only send the kinds of messages and pictures you would be happy to receive.

Tell—if someone sends you nasty or bullying messages, or asks you to do something that makes you feel uncomfortable, don't respond. Make a note of the number it came from, and the date and time of the call, save the message and tell your parent or another adult you trust.

Remember always to be Phone Smart and stay safe.

Protect your privacy.

