

Mount Lilydale Mercy College

Mobile Phones and Other Devices – Acceptable Use Policy Implementation Guidelines



1. ACCEPTABLE USE OF MOBILE DEVICES AND LAPTOPS AT SCHOOL

Using mobiles responsibly at school:

- 1.1. Mobile devices may not be accessed at all during the school day. At recess and lunch times, students are encouraged to spend time with friends face to face, join in games or physical activities outside, participate in the various activities and clubs in different parts of the school, or if they need some quiet / down time, read a book / magazine / newspaper.
- 1.2. All mobile devices must be turned off and locked in the student's locker or left with staff in a secure location.
- 1.3. Students who need to use their laptop for school related work at recess or lunchtime must go to the College Library.
- 1.4. Students may not use Snapchat, Instagram, Facebook, Skype and other social networking or messaging apps on their laptops between 8:45AM and 3:15 PM.
- 1.5. Students may not play computer games on their laptop or any other device at any time, unless instructed to do so as part of a teacher directed learning activity.
- 1.6. Students may not use headphones / listen to music unless instructed to do so as part of a teacher directed learning activity.
- 1.7. At times, teachers may require students to bring their mobile devices to class for a specific learning activity. Students must then return their phones to their lockers at the next available break.
- 1.8. Students may not use a virtual private network (VPN) or any other system that may mask their network traffic.
- 1.9. Mobile devices and laptops 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.
- 1.10. Students are reminded to protect their phone numbers by only giving them to close friends and family.
- 1.11. A copy of the Acceptable Use Policy for Mobile Phones and Devices will be placed in the Student Planner and homeroom teachers will spend time at the beginning of each school year reinforcing the expectations. As part of the re-enrolment agreement that each family signs off on each year, students and parents/guardians are agreeing to the conditions set out in these guidelines.

Cyber bullying

- 1.12. Using mobile devices to bully (also known as cyberbullying), harass or students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Cyberbullying consists of covert, psychological bullying, conveyed through the electronic mediums such as mobile phones, web-logs and web-sites, on-line chat rooms etc. It is verbal (over the telephone or mobile phone), or written (flaming, threats, racial, sexual or homophobic harassment) using the various mediums available.
- 1.13. 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.



- 1.14. Mobile devices 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 (see 1.9) that mobile devices and laptops are not to be used in toilets or changing rooms.

Theft or damage:

- 1.15. To avoid disputes and assist in finding owners, younger students may want to mark their mobile device clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the device so that it can be more easily returned if lost.
- 1.16. Students who bring a mobile device should leave it locked away in their locker/bag when they arrive to prevent loss or theft. To reduce the risk of theft after school hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse.
- 1.17. Mobile devices that are found in the school and whose owner cannot be located should be handed to Student Reception.
- 1.18. Mount Lilydale Mercy College (MLMC) accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- 1.19. MLMC accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- 1.20. 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 devices and/or passwords should not be shared.
- 1.21. If a mobile device 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.

2. SANCTIONS/CONSEQUENCES OF UNACCEPTABLE / INAPPROPRIATE USE

Young people need to understand that unacceptable behaviour remains unacceptable regardless of whether it occurs in an online environment, in the school yard, in the classroom or anywhere else. Expectations for responsible conduct remain consistent regardless of the context. Behaviour that fails to display the appropriate level of respect towards others will be dealt with in accordance with College policies.

- 2.1. First breach of policy: Mobile device will be confiscated and locked in a designated safe box to be collected by a member of the office staff, and recorded in the mobile devices register. Device can be collected by student at end of day.
- 2.2. Second breach of policy: Mobile devices will be confiscated and locked in a designated safe box to be collected by a member of the office staff to be recorded in mobile devices register. Device must be collected by a student's parent / guardian.
- 2.3. Subsequent breach of policy: Mobile device will be and locked in a designated safe box to be collected by a member of the office staff to be recorded in mobile devices register. Device must be collected by a parent / guardian. A detention will be issued.
- 2.4. Repeated infringements will be handled in accordance with the College Positive Behaviour Policy.



The above consequences will apply to breaches of the policy in any one year.

- 2.5. Any student/s found using a mobile device to cheat in exams or assessments will have their phone confiscated and will face normal College procedures for not following exam behavioural guidelines.
- 2.6. Students using mobile devices to bully other students will face disciplinary action in accordance with the College's Anti Bullying Policy.
- 2.7. Failure to abide by the rules set out in MLMC's Acceptable Use Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.
- 2.8. Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile device to school.
- 2.9. Students who infringe the guidelines and rules set out in this Acceptable Use Policy will have their mobile devices confiscated by teachers. The mobile device will be placed in an envelope and taken to a secured drop off location. On collection by the office staff, it will be recorded in a register. The student can sign for and collect the device at the end of the school day. A record of any such confiscation will be kept by Student Reception. For second and subsequent infringements the phone will be held at Student Reception until a parent collects the device.
- 2.10. Inappropriate use of student laptops, including playing of computer games in class time will be dealt with in accordance with existing policies.

3. EXPECTATIONS OF PARENTS / GUARDIANS

- 3.1. Parents / guardians should read the Mobile Phones and Other Devices - Acceptable Use Policy and Implementation Guidelines with their child to ensure both parent/s and student understand the expectations upon them before their child brings a mobile device/s to school.
- 3.2. If parents need to make urgent contact with their child between 8.45am and 3.15pm, they are to contact the College reception on 9735 4022. The College will assist in passing messages on.
- 3.3. Parents may collect devices from Reception, on days students attend school, between the hours 8:30am and 4:30pm.

4. EXPECTATIONS OF STAFF

- 4.1. Teaching staff are to remove mobile devices from students between the hours of 8.45am to 3.15pm, ask the student to turn off the device, and at their earliest convenience, take the device to a designated drop off safe box for processing. All staff must be consistent in the application of this policy.
- 4.2. Apart from specific teaching / learning activities, staff should not use mobile devices for personal use during teaching time, or whilst engaged in school related responsibilities such as sport or yard duty.
- 4.3. Appropriate use for staff would include taking the roll, taking photographs or scans of work related to class, uploading files to Google Classroom or similar, or accessing SIMON for medical details or making a phone call during an emergency.
- 4.4. If using a mobile device for work related reasons, teachers should always explain the use to students, particularly during class time.

