TECHNOLOGY, MOBILE PHONE & PERSONAL ELECTRONIC DEVICES POLICY

Tamworth High School is an inclusive centre of innovation, creativity and excellence.
INTRODUCTION
At Tamworth High School, we understand that technology, mobile phones and personal electronic devices are part of modern culture and accept the fact that many students have this technology for legitimate reasons. At the same time we are committed to ensuring that students use this technology in a responsible way and understand the appropriate etiquette.

The Tamworth High School Technology, Mobile Phone & Personal Electronic Devices Policy is based on the principles of mutual responsibility and respect for all parties involved in the use of these devices and requires accountability on the part of the user for their actions. This policy is:
- Designed to assist in managing the safe and responsible use of mobile phones & personal electronic devices by students and involves parents/carers as partners in assisting their student in the proper use of mobile phones & personal electronic devices.
- Underpinned by an overall requirement for students to exercise care and to use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions.
- Makes clear that the privilege of taking a mobile phone to school will be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school’s requirements.

This policy covers mobile phones, iPods, MP3 players, MP4 players, ebook readers, personal games consoles (e.g. Nintendo DS), cameras, personal laptops and iPads.

PURPOSE
The widespread ownership of technology among young people requires Tamworth High School to ensure that it is used responsibly at school.

Tamworth High School has established the Technology, Mobile Phone & Personal Electronic Devices Policy to cover all personal electronic devices to provide teachers, students and parents/carers clear guidelines and instructions for the appropriate use of these devices during school hours and whilst travelling to and from school. Students and their parents/carers are advised to familiarise themselves with this policy before students are given permission to bring mobile phones to school. This policy also applies to students during school excursions, camps and co-curricular activities.

The Tamworth High School Technology, Mobile Phone & Personal Electronic Devices Policy is designed to work in conjunction with the Department of Education and Communities Acceptable Use Agreement that all students and parents/carers are required to sign before being provided access to various forms of technology whilst at school.

The Acceptable Use Agreement seeks to ensure that students and parents/carers understand the various requirements associated with:
- the use of technologies provided by Tamworth High School, and
- the Department of Education and Communities and the use of privately owned technologies such as mobile phones.

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

The decision to provide a mobile phone & personal electronic devices to their student should be made by parents/carers. Parents/Carers should be aware if their student takes a mobile phone or personal electronic device to school.

All students will be provided with this policy information and an Acceptable Use Agreement for the use of technology, mobile phone and personal electronic devices at the beginning of each year.
**ACCEPTABLE USE**

Students at Tamworth High School will be requested to complete, sign and return the Acceptable Use Agreement each year.

The school expects that students with mobile phones will have them turned off, or switched to flight mode, and in their bags during all classes.

Technology, including mobile phones and personal electronic devices, is not to be used in any manner or place that is disruptive to the normal routine of the school.

Parents/Carers are to contact the school directly (Front Office) in cases of emergency to ensure the student is reached quickly and assisted in any appropriate way.

**UNACCEPTABLE USES**

Technology, mobile phones and personal electronic devices must not be used to:

- disrupt classes with ringtones or alarms
- bully and/or threaten other students
- take videos or pictures which may denigrate and/or humiliate any person
- upload pictures and/or videos to a website for public viewing
- photograph or film any person without their express consent
- menace, harass or offend any person
- cause embarrassment or discomfort to any person
- contact a parent/carer directly if the student needs to leave the school because of sickness or emergency. This must be done appropriately, through Sick Bay at the Front Office or the Student Administration Office (SAO).

It is a criminal offence to use technology, a mobile phone and or any electronic device to menace, harass or offend any person. In such incidents the school may report the matter to the police.

Parents/Carers must not be contacted via mobile phone such that the student leaves the school without notifying the school, as this impacts on emergency and responsive procedures.

**RESPONSES FOR INAPPROPRIATE USE**

The following strategies will be utilised by staff when dealing with a student who uses technology, mobile phone and/or personal electronic devices inappropriately or without express permission:

- an initial warning to turn off the device and place it in their bag.
- repeated incidents may result in confiscation of the phone by staff, until the end of the school day.

If a student:

- does not complete the Acceptable Use Agreement their technology, mobile phone and/or personal electronic device may be confiscated by a Deputy Principal and returned to the student’s parent/carer
- has their permission to use technology, mobile phone and/or personal electronic device at school revoked, that device may be confiscated by a Deputy Principal and returned to the student’s parent/carer.

**THEFT OR DAMAGE**

Students who bring a mobile phone or personal electronic device to school do so at their own risk and should keep it in their pockets or in their bag.

The school accepts no responsibility for lost, stolen or damaged mobile phones or personal electronic devices. The school accepts no responsibility for students who lose or have their mobile phone or personal electronic device stolen or damaged while travelling to or from school.

Mobile phones and personal electronic devices that are found in the school and whose owner cannot be located should be handed to a Deputy Principal or to the Student Administration Office (SAO).
ACCEPTABLE USE OF TECHNOLOGY, MOBILE PHONE & PERSONAL ELECTRONIC DEVICES

Dear Parent/Carer

After reading the Tamworth High School Technology, Mobile Phone & Personal Electronic Devices Policy please complete the following permission note.

Yours sincerely

Daniel Wilson
Principal

I have read and understand the Tamworth High School Technology, Mobile Phone & Personal Electronic Devices Policy. I understand that this permission note will be kept at school to indicate my understanding and support for this policy.

I give my student permission to carry a mobile phone to school and understand that my student will be responsible for ensuring that the mobile phone and other personal electronic devices are switched off and placed out of sight, either in a bag or pocket as outlined in the policy.

I understand that my student brings a mobile phone and other personal electronic devices to school at their own risk. It is their responsibility to keep the device in a secure place. I understand that the school bears no responsibility for lost, damaged or stolen devices.

This policy covers both school and personal mobile phones, iPods, MP3 players, MP4 players, ebook readers, personal games consoles (e.g. Nintendo DS), cameras, personal laptops and iPads.

________________________  ___________________________ ____/____/____
Parent Name    Parent Signature   Date

Student’s Agreement to comply with the Technology, Mobile Phone and Personal Electronic Devices Policy.

________________________  ___________________________ ____/____/____
Student Name    Student Signature   Date

Student’s Mobile Phone Number: _____________________________________________________