



**CHRISTIES BEACH  
HIGH SCHOOL**

# MOBILE PHONE ACCEPTABLE USE POLICY

## Secondary student use of mobile phones and personal devices

### PURPOSE

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets and laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

While some schools may choose to prohibit the use of mobile phones by students, Christies Beach High School recognises that mobile technology is increasingly a part of our 21st century lifestyle. As such, many students now feel the need to carry a mobile phone and are supported by parents as it provides a safety option while travelling to and from school. The purpose of this policy is to clarify the use of these technologies so they are used for positive purposes and not as a disruption or distraction to learning, or putting others safety at risk. This policy is designed to facilitate the acceptable use of mobile phones at Christies Beach High School. It is therefore based on the principles of mutual responsibility and respect for others.

### MOBILE PHONE USE FOR SECONDARY SCHOOL STUDENTS

Our school recognises there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so parents can contact them outside of school hours.

The widespread ownership of mobile phones (and similar devices such as tablets and iPads) among students requires that school leaders, teachers, students and parents take steps to ensure that such mobile devices are used responsibly at school. This Mobile Phone Acceptable Use Policy is designed to ensure 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. The Mobile Phone Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities.

## 1. Acceptable Use of Mobile Phones at School

### Using mobile phones responsibly at school:

- 1.1 students are permitted to carry and use mobile phones in a responsible manner at school, but only before or after school and during breaks
- 1.2 use of mobile phones during excursions and camps is to be determined by the teacher in charge of the excursion or camp.
- 1.3 mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school
- 1.4 students must not have their mobile phones in their possession during lesson time: this includes classes, the library, breakout spaces and when moving to other spaces during lessons.
- 1.5 parents are reminded that in cases of emergency or if a message needs to get to a student, the school phone number, 8329 9700, remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

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- 1.6 mobile devices are not to be used in changing rooms or toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school
- 1.7 teacher and staff mobile phones are to be turned off or on 'silent' during teaching time, yard duty and in meetings. Mobile phone use is not permitted during teaching time, yard duty and in meetings. The exception to this will be if it is required during an excursion or emergency situation.

#### **Cyberbullying:**

- 1.8 using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour
- 1.9 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
- 1.10 mobile phones or other 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 1.8) that mobile phones are not to be used in toilets or changing rooms (Please refer to the Christies Beach High School Anti-Bullying and Harassment Policy).

#### **Theft or damage:**

- 1.11 mobile devices that are found in the school and whose owner cannot be located should be handed in to Student Services
- 1.12 except when a mobile phone or PDD is confiscated and the school will arrange with parents/caregivers or the (independent) student to return it, Christies Beach High School accepts no responsibility for the loss or theft of devices.
- 1.13 it is strongly advised that students use passwords/pin numbers to ensure 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
- 1.14 if a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so 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.

## **STORAGE OF PERSONAL DEVICES**

### **2. Student Storage of Personal Devices**

- 2.1 All mobile phones are to be turned off and placed in lockers/bags at the start of each lesson and for the duration of the lesson.

## **IF THE STUDENT DOES NOT COMPLY**

### **3. Sanctions/Consequences of Unacceptable/Inappropriate Use**

- 3.1 Students using mobile devices inappropriately, or to bully other students or illegally will face disciplinary action as sanctioned by the Christies Beach High School's Positive Behaviours for Learning Policy.
- 3.2 Students who infringe the guidelines and expectations set out in Christies Beach High School's Mobile Phone Acceptable Use Policy face having their mobile devices confiscated. The mobile device would be taken to a secure place and returned at the end of the day. If infringements are repeated, the mobile device will be confiscated and parent informed with possible loss of privilege to bring a mobile device to school.
- 3.3 Students who infringe the acceptable use of mobile phones as set out in the Christies Beach High School's Mobile Phone 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.

## **INTERNET CONNECTION FOR PERSONAL DEVICES**

When students are permitted to use their own mobile phone or device to undertake a learning activity, their devices will not have access to the school's ICT network.



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## COMMUNICATION AND REVIEW

The Mobile Phone Acceptable Use Policy has been developed in consultation with students, staff and parents. The Christies Beach High School Governing Council has endorsed the policy which will be accessed by the school community via the school website. The Mobile Phone Acceptable Use Policy will be reviewed annually to ensure it retains currency with the evolving changes in phone technology and usage patterns. The review process may also be instigated at any time if significant changes to the technology or pattern of its use requires a policy response.

## SUPPORTING INFORMATION

Links to policies and procedures that interact with the school's local policy on student use of mobile phones and personal devices:

- Anti-bullying and Harassment Policy
- Positive Behaviours for Learning Policy

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# MOBILE PHONE PERMISSION FORM

I have read and understood Christies Beach High School's Mobile Phone Acceptable Use Policy for use of mobile phones and other mobile devices at school.

I understand this form will be kept on file at the school and details may be used (and shared with the appropriate authorities if necessary) to assist in identifying a mobile phone or other device should the need arise (for example if lost, or if the phone or device is being used inappropriately).

I give my child permission to carry a mobile phone (or other device) to school and understand that my child will be responsible for ensuring the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in Christies Beach High School's Mobile Phone Acceptable Use Policy.

**Parent/caregiver name (print):** \_\_\_\_\_

**Parent/caregiver signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student name (print):** \_\_\_\_\_

**Mobile phone number:** \_\_\_\_\_

\*An IMEI number is a globally unique 15-digit number assigned to all phones, which identifies your device within a mobile network. You can use this number to block a mobile phone from being used by another person or phone company if it has been lost or stolen. To find your IMEI, type \*#06# into your device (like you would to make a call), press 'send' and it will appear on your screen. If the IMEI doesn't appear, or you have a device without a keypad, you can find it on the sticker behind the battery in your device.

If you approve school to store this number for your child or for yourself as an independent student, please add it below:

**Mobile \*IMEI number:** \_\_\_\_\_

**Parent/caregiver/student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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CRICOS Provider Number: 00018A

# ROLES & RESPONSIBILITIES

| PRINCIPAL  | CBHS STAFF  | STUDENT  | PARENT/CAREGIVER   |
|--|---|--|--|
| <p>Make sure:</p> <ul style="list-style-type: none"> <li>• this policy is clearly communicated and accessible to all students, staff and families</li> <li>• there is a process for regular review of the policy</li> <li>• secure storage is provided for student personal devices handed in to school staff and individual lockers/locks the school provides for students to store their belongings are appropriately secure</li> <li>• processes are in place for monitoring internet and school network use by all members of the school community.</li> </ul> <p>Enforce the school's policy and responses to instances of non-compliance.</p> <p>Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.</p> <p>Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure approved exemptions are documented and relevant staff informed about students' exemptions.</p> <p>Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.</p> | <p>Deliver learning opportunities and maintain a safe and productive learning environment.</p> <p>Report and respond to incidents of inappropriate use of personal devices in line with the school, department policy and procedures and any legislative requirements.</p> <p>Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent/caregiver).</p> <p>Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.</p> | <p>Read, understand and comply with the requirements of the school's policy.</p> <p>Follow all reasonable directions from the Principal and school staff.</p> <p>If permitted to use a mobile phone or personal device in line with this policy, do so safely, responsibly and respectfully.</p> <p>Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.</p> | <p>Read, understand and support the implementation of the school's policy on safe, responsible and respectful mobile phone use, including the consequences for non-compliance with the policy.</p> <p>Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school).</p> <p>Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.</p> |

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