

ACCEPTABLE USE POLICY FOR MOBILE PHONES AND DEVICES

1. Purpose and Rationale

- 1.1 The widespread ownership of mobile phones (and similar devices such as tablets and iPods) among students requires that NCLC administrators, teachers, and student's take steps to ensure that such mobile devices are used responsibly in the classroom. This Acceptable Use Policy is designed to ensure that 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.
- 1.2 NCLC accepts that people have mobile phones to protect them from everyday risks involving personal security and safety. There is also the concern about students travelling alone on public transport or commuting long distances to class. It is acknowledged that providing a person with a mobile phone gives reassurance that they can contact assistance if required.
- 1.3 NCLC has established this Acceptable Use Policy for mobile phones that provides teachers and students with guidelines and instructions for the appropriate use of mobiles during class hours.
- 1.4 Students (their parents or guardians, if under 18) are invited to read and familiarise themselves with the Acceptable Use Policy if students intend to bring mobile devices to class.

2. Responsibilities – Students

- 2.1 Students and their parents or guardians (if under 18) should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones to class.
- 2.2 It is the responsibility of students who bring mobile devices to class to abide by the guidelines outlined in NCLC's Acceptable Use Policy.

3. Acceptable Uses of Mobile Phones in Class

Using mobiles responsibly in class:

- 3.1 Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class.
- 3.2 Students should not use mobile phones to make calls, send text messages, access the internet, take photos or use other applications during lesson time or while engaged in other class activities. Students should restrict use of the mobile phone to before or after class and during recess and lunch breaks.
- 3.3 While in class (and only during appropriate times) students should

generally use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls to avoid distracting others engaged in learning activities.

- 3.4 Mobile phones must not disrupt lessons with ringtones or beeping. Except when mobile devices are being used as part of the lesson plan or with the express permission of a teacher, they should be placed into “silent mode” and kept out of sight during lessons and class activities to minimise distractions.
- 3.5 Texting (except where it forms part of the lesson plan) is a distraction in class and is not permitted while students are engaged in learning activities. Students are reminded that in cases of emergency, the office remains a vital and appropriate point of contact and can ensure you are reached quickly and assisted in any appropriate way.
- 3.6 Mobile devices are not to be used in toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the classroom.
- 3.7 Students are reminded to protect their phone numbers by only giving them to close friends and family. This can help protect the student’s number from falling into the wrong hands and guard against cyber-bullying.

Cyber-bullying:

- 3.8 Using mobile devices to bully (also known as cyber-bullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Please see NCLC’s anti bullying policy for further information
- 3.9 Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In most cases calls, text messages and emails can be traced.
- 3.10 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 3.6) that mobile phones are not to be used in toilets.

Theft or damage:

- 3.11 All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.
- 3.12 Students who bring a mobile device to class may want to leave it locked away in their locker/bag when they arrive to prevent loss or theft. To

reduce the risk of theft during class hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse.

- 3.13 Mobile devices that are found in the classroom and whose owner cannot be located should be handed into the office
 - 3.14 NCLC Inc. accepts no responsibility for replacing lost, stolen or damaged mobile devices.
 - 3.15 NCLC Inc. accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from class.
 - 3.16 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.
 - 3.17 If a mobile phone is lost or stolen, 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.
4. Sanctions/Consequences of unacceptable/inappropriate use
- 4.1 Any student/s caught using a mobile device to cheat will face disciplinary action as sanctioned by the Centre Coordinator.
 - 4.2 Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Centre Coordinator.
 - 4.3 Students who infringe the guidelines and rules set out in NCLC Inc. Acceptable Use Policy could face having their mobile devices confiscated by teachers. The mobile device would be taken to a secure place in the coordinators office. Appropriate arrangements would then be made to collect the mobile device.
 - 4.5 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to class.
 - 4.6 Failure to heed the rules set out in NCLC Inc. Acceptable Use Policy may result in an alleged incident being referred to the police for investigation.

Debbie Fowler
Centre Coordinator
Effective Date: 17th April 2013

I have read and understand NCLC Inc. Policy for Acceptable Use of mobile phones and other mobile devices in class.

I understand that this form will be kept on file in the coordinators office and that the 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 (eg if lost, or if the phone or device is being used inappropriately).

Student name (print): _____

Mobile phone number: _____

Student signature: _____

Date: _____