

Carlingford West Public School

Felton Rd, Carlingford NSW 2118 Phone: (02) 98717187 Fax: (02) 98722081 Email: carlingfow-p.school@det.nsw.edu.au
www.carlingfordwest.nsw.edu.au



Our Best

To be retained by parent

CARLINGFORD WEST PUBLIC SCHOOL POLICY and CONTRACT for the Acceptable Use of MOBILE PHONE/COMMUNICATION DEVICES at SCHOOL.

Carlingford West Public School Acceptable Use Policy for mobile phone/communication device provides teachers, students and parents guidelines and instructions for the appropriate use of mobile phone/communication devices during school hours. The policy is designed to ensure that potential issues can be clearly identified and addressed ensuring that mobile phone/communication devices are used appropriately to ensure personal security and safety.

In order for students to carry a mobile phone/communication device during school hours, students and their parents or carers must first read and understand the Acceptable Use Policy. This policy also applies to students during school excursions, camps and extra-curricular activities.

Responsibility

- It is the responsibility of students who bring mobile phone/communication devices onto school premises to adhere to the guidelines outlined in this document.
- Parents should be aware if their child has a mobile phone/communication device on school premises.
- Permission to have a mobile phone/communication device at school while under the school's supervision is authorised by the signing of this Policy and contract.
- Parents/carers may revoke approval at any time.

Acceptable Uses

- Mobile phone/communication devices are to be switched off or on silent during classroom lessons. Exceptions may be permitted in exceptional circumstances and should be directed to the Principal.
- In cases of emergency, the Office Staff remain 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, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

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Unacceptable Uses

Students may have their mobile phone/communication device contract suspended by the principal if the student:

- Use their mobile phone/communication device to make calls, send SMS messages, surf the internet, take photos or any other application during school lessons.
- Play electronic games on mobile phone/communication devices during school hours, either in classrooms or in the playground
- Disrupt classes with their mobile phone/communication devices ringing or beeping.
- Access their mobile phone/communication device during any exam, test or assessment task.
- Use vulgar, derogatory, or obscene language while using a mobile phone/communication device.
- Engage in personal attacks, harass another person, or post private information about another person using phone calls, SMS messages, taking/sending photos or objectionable images.
- Using mobile phone/communication devices to bully other students or teachers.

** It should be noted that it is a criminal offence to use a mobile phone/communication device to menace, harass or offend another person and the school may consider it appropriate to involve the police.*

Theft or damage

- Students are required to mark their mobile phone/communication device clearly with their names.
- Students should leave their mobile phone/communication device in their bag as soon as they arrive at school.
- To reduce the risk of theft during school hours, students are advised to keep them well concealed and not 'advertise' they have them at school.
- Mobile phone/communication devices which are found in the school should be handed to a staff member in front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phone/communication devices.
- The school accepts no responsibility for students who lose or have their mobile phone/communication devices stolen while travelling to and from school.
- Students should use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones and keep their password/pin numbers confidential.
- Mobile phone/communication devices and/or pin numbers or passwords may not be shared.

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CONTRACT FOR STUDENT USE OF MOBILE PHONE/COMMUNICATION DEVICE at Carlingford West Public School

Parent/Guardian Permission

I have read and understand the Carlingford West Public School Policy for the Acceptable Use of Mobile phone/communication devices and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (eg if lost, or if the mobile phone/communication device is being used inappropriately).

I give my child permission to carry a mobile phone/communication device to school under the conditions outlined in the Policy, and understand that my child will be responsible for ensuring that the mobile phone/communication device is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent's name (print): _____

Parent Signature: _____

Date: _____

Student's name (print): _____

Mobile phone/communication device number: _____

Date: _____

Teacher's Name: _____

Teacher's signature: _____

Date: _____

Special considerations:
