

Mobile Phone Policy

This policy is based on the principles of mutual responsibility and respect of all parties involved in the use of mobile phones. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of mobile phones by students and involves parents as partners in assisting their children in the proper use of mobile phones. It is underpinned by an overall requirement for students to exercise care and use their mobile phones in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege of taking a mobile phone to the College will be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the College's requirements.

1. Purpose

- 1.1. The widespread ownership of mobile phones among young people means that Rotary Residential College takes steps to ensure that mobile phones are used responsibly at the College. 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 by our students.
- 1.2. The College has established the following Acceptable Use Policy for mobile phones that provides supervisors, students and parents guidelines and instructions for the appropriate use of mobile phones while enrolled at the College.
- 1.3. Students, their parents or guardians must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to the College.

2. Rationale

- 2.1. Personal safety and security:
Rotary Residential College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to the College. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.
- 2.2. Acceptable use:
Rotary Residential College accepts that there are certain circumstances in which mobile technology may be legitimately used. While acknowledging that young people use technology in different ways to older generations, they do not need to be connected all the time.

3. Responsibility

- 3.1. It is the responsibility of students who bring mobile phones to the College to abide by the guidelines outlined in this document.
- 3.2. The decision to provide a mobile phone to their children should be made by parents or guardians.
- 3.3. Parents should be aware if their child takes a mobile phone to the College.
- 3.4. Permission to have a mobile phone at the College while under the College's supervision is contingent on the College having on record a signed copy of the attached parent/guardian permission attached to this policy. Parents/guardians may revoke approval at any time.

4. Acceptable and Unacceptable Uses

- 4.1. Mobile phones should not be seen or heard on the College grounds or its immediate surroundings. This includes the hallways of dorms. Students may use the phone only in the privacy of their own room and must not be used in other student rooms. Students are not to congregate near the College entrance to use a mobile phone. Using other features of the phone

such as audio recording, taking pictures or video, listening to music, and such constitutes “using a mobile phone”.

- 4.2. Parents are reminded that in cases of emergency, the College office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 4.3. Any student needing to leave the College because of sickness or emergency MUST report to student reception and parents are to be contacted through the office. Parents must not be contacted via mobile phone such that the student leaves the College without notifying reception.
- 4.4. In the rare and exceptional circumstances where the arrangements in 4.2 above will not meet requirements an exception may be permitted if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis. Management will give approval for use in a specific time frame. Written permission will be kept on the students’ file. During the supervised activity when given permission, the student will use the phone in a location at the direction of the staff-in-charge.
- 4.5. During the College day or while on the College premises or when participating in a College activity e.g. excursion or camp, students should not use the phone (publically) except where permission has been granted in the exceptional circumstances described in 4.3 or when given express permission by a staff member for a legitimate reason.
- 4.6. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the College.
- 4.7. Mobile phones must not disrupt others.
- 4.8. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- 4.9. It is forbidden for students to use their mobile phones to take videos and pictures or make audio recordings of acts to denigrate and humiliate that person and then send the pictures to others or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any person without their consent. 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.
- 4.10 Mobile phones 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 College.

6. Theft or damage

- 6.3. Mobile phones that are found in the College and whose owner cannot be located are to be handed to front office reception.
- 6.4. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 6.5. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the College.
- 6.7. Lost and stolen mobile phones in Australia can be blocked across all networks making them virtually worthless because they cannot be used. See your service provider for more details.

7. Inappropriate conduct

- 7.1. Any student/s caught using a mobile phone contrary to their school’s mobile phone policy will face the disciplinary action of that school.
- 7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- 7.3 Students may not transfer, receive, or store any illegal or inappropriate data such as pictures/video/audio from any other device.
- 7.4 Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.

- 7.5 If the phone is used in an unacceptable way off the College grounds and the data is found to be on the students' phone while on College property, it will constitute a violation of this policy and disciplinary action will be taken. The Manager(s) reserve the right to determine what appropriate or non- appropriate material is.
- 7.6 Handing in a 'dumby' phone at any time is an offence.
- 7.7 Students must hand in all their mobile phones at bed time if they have more than one.
- 7.8 Students must comply with the intention of this policy. Arguing with staff will not be tolerated.

8. Sanctions

- 8.1. Should the student's phone be used in a manner contrary to this policy, the student's phone will be confiscated by the staff in charge for a period time. Subsequent breaches will result in the phone being confiscated for longer periods of time. Habitual breaches will result in the student no longer permitted to have a mobile phone at the College. In all instances the College staff will review the content stored on the phone. Students that are found to be in the possession of a phone while under discipline must expect their enrolment at the College to be suspended or terminated.
- 8.2. As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.
- 8.3. Students using mobile phones to bully other students must expect to have their enrolment at the College suspended or terminated.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As with all such incidents, the College may report the matter to the police.

9. Safety

- 9.1 Students should mark their mobile phone clearly with their name.
- 9.2 Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, picture and video messages via the usual phone networks, the internet or blue tooth and infra red connectivity.
- 9.3 Students who bring a mobile phone to the College should leave it locked away in their room/bag when they arrive. To reduce the risk of theft students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them, at all times.
- 9.4 The College recommends that parents block "Premium SMS" services. This may be done by calling your service provider and requesting the block.
- 9.5 The use of "Data Packs" should be discouraged as this gives the students cheaper access to the internet. Internet access is not required for personal safety reasons but poses a risk for data abuse by students.

10. Collection Procedure

- 10.1. Students may collect their phones from Reception just prior to leaving the College grounds to go to school, shops, excursions etc. Students must leave the College grounds before turning the phone on.
- 10.2. The phones may be retained by the students during the day including weekend days.
- 10.3. The phones will be collected by staff every evening at bed time.
- 10.4 Students may hand their phone to staff at reception at any time.

11. Parent/Guardian Permission - (This page must be completed, signed and returned to the College)

11.1. We have read and understood the above information about appropriate use of mobile phones at Rotary Residential College and I understand that this form will be kept on file at the College and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

11.2. We give my child permission to possess a mobile phone at the College and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while enrolled at the College, as outlined in this document.

11.3. *We give permission for College staff members to access my child's mobile phone and examine any files or records on the phone.*

11.4. We also accept that the College will administer the sanctions as described above in the case of unacceptable or inappropriate use of the phone.

11.5 Parents special instructions: _____

AGREEMENT:

Parent / Guardian name	_____	(print)
Parent / Guardian signature	_____	
Date	_____	
Student signature	_____	
Date	_____	

Staff Use:	
Student name _____	(If details change note below):
Mobile phone model _____	_____
Bluetooth Device Address ¹ _____	_____
IMEI ² _____	_____
Mobile phone number _____	_____

¹ This is a unique 48 bit device address for each Bluetooth device. Each phone company has their own code to obtain the Bluetooth address e.g. the NOKIA code is *#2820#.

² IMEI – International Mobile Equipment Identity: Unique number 15 or 17 digits found under the battery or in most phones by pressing *#06# on your phone