

# MOBILE DEVICES

Acceptable Use Policy  
New Norfolk High School

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# NEW NORFOLK HIGH SCHOOL

## Mobile Devices Acceptable Use Policy

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This policy sets out the ways in which mobile devices are to be used at New Norfolk High School, within the teaching and learning program, at school events and out of class time.

It is gratefully acknowledged that this policy is based upon the significant work of staff from Ogilvie High School.

### 1. Purpose

The intention of the policy is to create a learning environment at NNNHS where technology is used as a learning tool so that students meet their responsibilities as good digital citizens and can achieve success in a 21st century classroom. This learning environment is one where technology is used for effective, positive communication within the school and local community.

### 2. Definitions

In this policy a classroom is defined as 'any place where directed learning or educational activity is occurring'. This includes: general classrooms; specialist classrooms; the school library; the school grounds, Sport and PE classes; sporting venues away from school; industry visits; swimming/sports carnivals; camp activities and excursions.

### 3. Policy Statement

The following actions in relation to mobile devices are **not permissible**:

- Bullying or harassing of anyone inside or outside of the school.
- Taking photos or video in the playground without permission.
- The filming of fights or other criminal activity.
- Accessing, distributing or showing inappropriate or illegal material.
- Using the login and passwords of another student
- Use that is in breach of any law.
- Use that distracts self and others from learning.
- Any use that contravenes the instructions of a teacher
- Any other act that the Principal deems inappropriate

## **Use during out of class time**

Appropriate use of a device at these times includes:

- Checking the time, date, diary or calendar. Listening to music using headphones. Use of external speakers is not permitted, without a teacher's permission.
- Sending messages to people inside or outside the school using SMS or a social media service (e.g. Facebook). \*Note messages should not interrupt learning or breach ICT user policies from other schools
- Viewing appropriate internet sites.
- Using appropriate apps including games and photo galleries.
- It is not appropriate to use a device while being spoken to by a member of staff.

Students have a responsibility to let teachers know if devices are being used for the purpose of bullying or accessing inappropriate material.

If a student needs to contact home for any reason this is to be done through the school office in the first instance. Students should notify their teacher who can make arrangements for this to occur.

If a parent needs to contact their son or daughter during class time for any reason this should be done via the school office.

## **Use in the Classroom**

- At the start of every lesson students devices should be away and switched off or on silent.
- Students are able to use a mobile device in class only with the direct permission of the staff member responsible for that lesson. No pressure is to be placed on staff to agree. Examples of appropriate use of a device with teacher permission include:
  - Completing internet research
  - Accessing Fronter or other Learning Management Systems
  - Using educational apps including calculators, stopwatch, thesaurus etc
  - Taking or viewing photos or video within the context of the learning
  - Reading digital books in class

Students are to understand that different teachers may allow differing use of a device in a classroom. This may be due to classroom structure or safety concerns. Students are to abide by teacher directions relating to the use of devices in the classroom.

Students are not to accept or make calls or send or read messages during class. If an emergency exists, parents should contact the main office to make arrangements.

## 4. Responsibility

All students bringing a device to school have a responsibility to follow this policy. All staff have a responsibility to follow this policy consistently in all areas.

Parents should know if their child has a device at school. The whereabouts and use of these devices should be monitored by parents. Students and parents should be aware that mobile devices are brought to school at their own risk.

The owner of the device has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school.

The school will not accept any responsibility for loss or damage to a student device. The school may assist with the recovery of the device or may involve the local police and parents.

If a device is found on school grounds (or at a school event) it should be given to a member of staff or handed into the front office. The device can be collected from the front office by the owner. The owner of the device is responsible if someone accesses the content in their device without permission.

It is strongly recommended that a passcode be used on all devices. This will deny access to anyone who is unauthorised to use that device.

## Requirements

### Action for inappropriate use

The following process is to be put in place for students who fail to follow this policy in any school situation:

- Initial misuse –A teacher may give offending student a warning or ask for device is to be put away immediately.
- Further misuse – device is to be given to teacher until end of lesson (report is to be made by supervising teacher to grade coordinator and incident recorded in SSS).
- Ongoing – device is kept in front office until the end of the day (Parental contact will be made and incident logged in SSS).

If students use mobile devices inappropriately, the Principal or senior teacher has the right to take action. Depending on the circumstances action may include:

- Confiscating mobile devices from individual students.
- Contact the student's parents
- Requiring students to hand in their mobile devices to designated school staff (including front office) at the beginning of the school day for collection when students go home.
- Applying student disciplinary sanctions.
- Reporting the matter to the police.

Devices will be immediately confiscated if they are used illegally, or if the breach is of a serious nature.

Repeated refusals will be considered as consistent disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DOE and school processes.

## 5. Risk Management

Risk associated with compliance with this policy is managed by the Principal. They may, in turn, refer to Senior Staff or the Grade Supervisor of each Grade when dealing with matters of non-compliance.

## 6. Associated Documents and Materials

The following documents are available from [www.education.tas.gov.au](http://www.education.tas.gov.au) (Search for the Doc ID)

- Allocation and Acceptable Use of Mobile Devices  
(<https://www.education.tas.gov.au/intranet/CSD/ITS/Telephone-Services/Pages/Allocation-and-Acceptable-Use-of-Mobile-Telephone-Resources-Guidelines-for-Employees.aspx>)
- Bring Your Own Technology (BYOT) Procedures (DOC ID: TASED-4-6235)
- Child and Student Learning Policy Driver (DOC ID: TASED-4-1395)
- Creative Commons and Statutory Copyright information.  
(<https://www.education.tas.gov.au/intranet/CSD/Marketing-Services/Pages/Copyright.aspx>) – Staff only
- Curriculum in Tasmanian Government Schools (K-12) Policy (DOC ID: TASED-4-1145)
- Cyber Safety (<https://www.education.tas.gov.au/Students/schools-colleges/Pages/Cyber-Safety.aspx>)
- Learner Wellbeing and Behaviour Policy (TASED-4-1734)
- Personal Information Protection (PIP) Policy and Your Right to Information (RTI) Policy  
(DOC ID: TASED-4-1239)
- Professional Learning Policy (DOC ID: TASED 4-1191)
- School Levy and Charges Policy (Doc ID: TASED-4-1252)
- Social Media Policy, Procedures and Guidelines  
(DOC ID: TASED-4-4792, TASED-4-4793 and TASED-4-4791)
- Use of DoE Data and Information Procedure

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Authorised by:	Adam Potito
Position of authorising person:	Principal
Date authorised:	22/10/2016
Developed by:	Julie Bird,/Ogilvie High School Staff, NNHS Staff & School Association
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