



# Oakbank Area School

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## Mobile Phone/Electronic Devices Policy

### RATIONALE

The use of telecommunication technology has now become the norm rather than the exception for many of our families.

Students, parents and teachers are accessing this facility in increasing numbers. We acknowledge that safety and communication concerns demand that some students have a mobile phone with them for before and after school communications.

### PURPOSE

Oakbank Area School believes that our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption. Therefore the school discourages students bringing mobile phones to school, particularly students in Reception to Year 6.

As a school, our first priority is to establish and maintain an environment where students are safe and engaged in their learning. Although mobile phones/electronic devices have become an integral part of society, we believe they have a restricted place in the learning environment.

Oakbank Area School accepts and acknowledges that there may be times when it might be deemed necessary by parents that a student brings a mobile phone to school however, the student must operate it in accordance with this policy.

The following policy will apply to all Oakbank Area School students, staff, parents, visitors, volunteers and contractors.

### POLICY

At no time will Oakbank Area School accept responsibility for any student's, staff member's, visitor's or contractor's mobile phone or electronic device which may be damaged, lost or stolen whilst at school.

Mobile Phones/Electronic Devices WILL NOT be used to:

1. Display, distribute or save offensive images.
2. Access other people's devices without their permission eg using Bluetooth
3. Harass, insult or attach others using email, text or other digital media.
4. Access or distribute material of an illicit or sexual nature including sending sexually explicit images (sexting).
5. Make digital media files recorded in school (eg. Video, photographic or sound recordings) of other people.
6. Upload or distribute any offensive or unauthorised information via the internet regarding another person or persons.
7. Save or distribute copyright information.
8. Disturb or disrupt the teaching or learning of others.



The following guidelines will apply:

### Students

- Students may only use their communication devices for private purposes before and after school or during recess and lunch breaks.
- Phones, when in use for a learning purpose, must first be negotiated with the teacher and then remain open on the student desk.
- Students are not to use their mobile phone or any electronic device whilst on office sit-out, private study lessons, focus room or internal suspension.
- Mobile phones/devices will be switched off and out of sight during class time and between lessons (not on silent or vibration mode) unless negotiated as part of the learning task.
- The electronic devices may be used to transfer schoolwork between home and school.
- The camera and/or video function on the mobile phone or other device **MUST NOT BE USED** while at school, unless instructed by a teacher as part of the topic being taught, as it does not comply with the terms of this agreement and use of the camera may breach privacy regulations.
- Storage of any material which is of a profane or obscene (pornographic) nature or material that advocates illegal acts, or violence, or discrimination towards other people is not allowed.
- It is illegal to send messages that would be regarded as harassing, menacing or otherwise offensive.
- If students need to contact parents during the school day, they are to do so through the Front Office.

### Parents

- If parents need to contact their children at any time during the day they need to ring the Front Office on 8398 7200. Staff will then contact and support the student as necessary.
- All parents are to take and make mobile phone calls outside of teaching and learning areas.
- The camera and/or video function on the mobile phone or other device **MUST NOT BE USED** while at school as it does not comply with the terms of this agreement and use of the camera may breach privacy regulations.
- Storage of any material which is of a profane or obscene (pornographic) nature or material that advocates illegal acts, or violence, or discrimination towards other people is not allowed.

### Staff

- Personal mobile phones are brought to school at the owner's risk. Neither the school or DECD can accept responsibility for any loss or damage nor for investigating such.
- The camera and/or video function on the mobile phone or other device **MUST NOT BE USED** while at school, except for instructional purposes, as it does not comply with the terms of this agreement and use of the camera may breach privacy regulations.
- Storage of any material which is of a profane or obscene (pornographic) nature or material that advocates illegal acts, or violence, or discrimination towards other people is not allowed.
- Personal mobile phones are to be switched to mute or discreet in class learning time or in scheduled school meetings. Private calls ARE NOT TO BE MADE in teaching time, on yard duty or during school meetings.
- Staff will have access to school mobile phones when required for excursions or camps.

## Visitors or Contractors

- All users are to switch their phones to mute or discreet when in classrooms, public areas, meetings and interviews.
- The camera and/or video function on the mobile phone or other device **MUST NOT BE USED** while at school as it does not comply with the terms of this agreement and use of the camera may breach privacy regulations. Contractors may seek permission from school leadership to record parts of their work, provided students are not included in the recording.
- Storage of any material which is of a profane or obscene (pornographic) nature or material that advocates illegal acts, or violence, or discrimination towards other people is not allowed.
- All visitors are to take and make mobile phone calls outside of all teaching and learning areas.

## CONSEQUENCES OF BREACHES

**These consequences apply regardless of the person involved and will be commensurate with the nature and type of the offence:**

- **First offence:** Any user found to have breached any of the rules and conditions mentioned in this Policy will have their phone or device placed with the class teacher or placed at the Front Office to be collected at the end of the day, whichever is deemed appropriate by the teacher concerned;
- **Second or subsequent offence:** Any user who breaches any of the conditions of this Policy on 2 occasions in the timeframe of one term will have their phone/device placed at the Front Office to be collected by a parent/carer; the note to parent/carers will inform parent/carers that a third breach of this Policy within the timeframe of 1 term is suspension from school for 1 day for failing to meet the conditions of the school's behaviour code – Non-compliance with reasonable instructions.
- **Third offence: suspension for 1 day**

**Note:** Serious offences may require us to contact the police and involve more significant bans.

**Authorised by: School Council & Principal**  
**Date of Review: March 2016**

**Review due: January 2018**