

GLENHAVEN PUBLIC SCHOOL



MOBILE PHONE AND SOCIAL MEDIA POLICY



Education

GLENHAVEN PUBLIC SCHOOL
74A Glenhaven Road, Genhaven, NSW 2156
Ph. (02) 96343675
E. glenhaven-p.school@det.nsw.edu.au

Mobile Phone and Social Media Policy

1. Context:

Glenhaven Public School acknowledges that there is a range of rapidly changing portable technologies available in today's society.

The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring that the benefits that mobile phone provide can continue to be enjoyed by students.

In order for students to carry a mobile phone on school premises, students and parents must first read and understand this policy.

This Policy applies to students during any school related activity including excursions, extra curricula activities and any other time that students are representing the school.

This policy document should be considered in line with the School Discipline, Child Protection, Anti-Discrimination and Anti-Racism policies.

2. Policy Statement:

Most devices are not imperative for a primary school students' education or welfare. Unless specific circumstances exist, these devices (including mobile phones) should not be brought to school. The devices are expensive and highly desired by students. Concerns are often raised about the possibility of devices being stolen, lost or damaged as well as these devices being used inappropriately.

However, Glenhaven Public School does acknowledge that student's may need to be in possession of a mobile phone at school for reasons relating to their safety when travelling both to and from school.

If Parents / Caregivers allow their child to bring a mobile phone to school they should be aware that;

- the school accepts no responsibility for the loss, theft or damage of the phone. Teachers do not have the authority, training or resources to investigate loss or damage
- the phone will not be used under any circumstances during school hours. The phone should remain turned off and in their school bag for the duration of the school day (Urgent messages can always be processed through the office)
- the phone should be kept in a discrete place of their bag and the students should not advertise that they have a phone at school
- inappropriate use of the phone will result in disciplinary action in line with the Student Discipline Policy. Disciplinary action as a result of a breach of this policy will result in students being required to hand-in their phone and parents will be requested to collect it from the office at a later stage.

3. Inappropriate Use of Mobile Phones:

Generally inappropriate use of a mobile phone includes;

- using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- bullying, intimidating or otherwise harassing other people through any SMS or text message, photographic, video or other data transfer system available on the phone

- recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation [refer also to the separate section on Recording and Other Listening Devices]
- downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material
- filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school
- threatening or is likely to threaten the safety or wellbeing of any person
- breaching the law.

4. Cyberbullying:

Cyberbullying will be managed through the school's Anti-Bullying Policy. In some cases, disciplinary action or reporting to the NSW Police Force and the School Safety and Response Hotline will be necessary if a crime has been committed.

Cyberbullying is not limited to school hours. Incidents involving students from Glenhaven Public School, regardless of the time or place of the offence, will be investigated by the school to some extent.

5. Responsibilities:

Parents and Caregivers have a responsibility to:

- support their children to become responsible citizens and to develop responsible on-line behaviour
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- report incidents of school related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur
- ensure their child is aware of this policy
- take measures to resolve issues involving their children
- monitor their child's use of social media including age appropriate restrictions.

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to the school Anti-bullying Plan
- report inappropriate behaviour and material to the supervising teacher immediately
- abide by the conditions set out in the acceptable usage policy
- be aware that a breach of this policy may result in disciplinary action in line with the School's Discipline Policy.

School staff have a responsibility to:

- respect and support students
- model and promote appropriate behaviour
- have knowledge of school and departmental policies relating to bullying behaviour
- respond in a timely manner to incidents of bullying according to the School's Anti-bullying Plan

- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community
- provide a caring learning environment which fosters students' sense of belonging
- implement programs and practices to address issues when they arise
- provide clear information to parents regarding the expectations for their children
- uphold all guidelines on the use of social media and mobile phones in line with the departmental social media requirements within the Code of Conduct.