



MOBILE PHONES
ACCEPTABLE USE AT CASA MIA
CMMS-LC-POL 0-44

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Approved by:	Authorised by:	Document Controller:
Date: 08/11/2017	Principal Date: 10/05/2017	Principal Date: 10/05/2017

REVISION	DATE	DESCRIPTION	ORIGINATED BY
0	10/05/2017	Draft and implementation	Janet Laing
1	2020		
2	31/07/2023	Changing hours from 8.30am to 8.00am	Aoife Keeney

1 Overview

1. Casa Mia Montessori School accepts that parents give their children mobile phones to protect them from everyday risks and to increase their personal security and safety. There is also an ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.
2. In regard to the health risks of using mobile phones, the scientific evidence does not indicate the need for special precautions for either adults or children. This view is supported by the World Health Organisation (WHO) and other leading experts and health authorities internationally.
3. Mobile phones sold in Australia are required to comply with the Australian Communication Authority's Electromagnetic Energy (EME) safety standard, which is for all people, including children. The safety margins on national and international guidelines are significant and already take into account any differences in exposure that could be experienced by children due to conductivity and head size.

2 Purpose

1. 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 Acceptable Use Policy is designed to ensure that potential issues (such as mobile phone etiquette) 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.
2. Casa Mia Montessori School has established the following Acceptable Use Policy for mobile phones that provide teachers, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours.
3. In order for students to carry a mobile phone during school hours, students and their parents or guardians must first read and understand the Mobile Phones - Acceptable Use Policy.
4. The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

3 Scope

1. It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.
2. The decision to provide a mobile phone to their children should be made by parents or guardians.
3. Parents should be aware if their child takes a mobile phone onto school premises.
4. Permission to have a mobile phone at school/while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of the Permission form attached to this policy. Parents/guardians may revoke approval at any time.

4 Policy

Mobile phone usage at Casa Mia Montessori School is regulated by acceptable uses, consideration for theft and damage and inappropriate conduct.

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Acceptable Uses

1. Mobile phones should be switched off during classroom lessons and stored in the child's bag outside the classroom.
Exceptions may be permitted in exceptional circumstances, should the parent/guardian specifically request it. Such requests will be handled on a case-by-case basis and should be directed to the child's class teacher. Parents are reminded that in cases of emergency, the School Office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. If there is no answer at the office the Principal is contactable on the mobile phone
2. While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
3. Mobile phones must be kept in the school bag during school hours 8.00 – 3.00.

Unacceptable uses

1. Unless express permission is granted to the contrary, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or any other application during school hours (8.00 – 3.00).
2. Students with mobile phones may not engage in sending group SMS messages to more than 10 people at the same time or send group SMS messages.
3. Mobile phones should not disrupt classroom lessons by ringing or beeping.
4. Students may not leave the classroom during the work cycles to check their mobile phones.
5. Should there be repeated disruptions to lessons caused by a mobile phone, the responsible student will face disciplinary actions as sanctioned by the Principal. The mobile phone will be removed from the student and the parents/guardians notified.

Theft or damage

1. Students are required to mark all their mobile phone clearly with their names.
2. Students who bring a mobile phone onto school premises should leave it packed away in their bag before they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
3. Mobile phones which are found in the school and whose owner cannot be located should be handed to the School Office.
4. The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

5. The School accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Inappropriate conduct

1. Any student/s caught using a mobile phone to cheat in assessments will face disciplinary actions as sanctioned by the Principal. The mobile phone will be removed and the parents informed of the student's actions. The mobile phone will be returned to the parents.
2. Any student who uses vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
3. 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 photographs or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the School will inform the parents prior to considering it appropriate to involve the police.

Effective dates

1. Permission for a student to bring a mobile phone to school is effective from the date the Parent/guardian Permission Form is signed and lodged with the class teacher and is renewed at the start of each scholastic year.

6. Related documents

- 6.1** Parent/Guardian Permission Form
- 6.2** Mind your mobile manners (information sheet)
- 6.3** Mobile phone – Acceptable Use at Casa Mia Montessori School Procedure



MOBILE PHONES- ACCEPTABLE USE- PROCEDURE

CMMS-LC-PRO 0-44

Approved by:	Authorised by:	Document Controller:
CMM Board	Principal	Principal
Date:	Date: 16/02/2017	Date: 16/02/2017

REVISION	DATE	DESCRIPTION	ORIGINATED BY
2020	05/2017	Policy and procedure	Janet Laing

1 Procedure

- 1.1 The contents of the policy are discussed by the students and the teachers at the start of the scholastic year.
- 1.2 The principal sends an email to all primary families outlining the School Policy on Mobile Phones – acceptable use and attaching the policy.
- 1.3 The class teachers send the Parent/guardian permissions home with the children.
- 1.4 The Parent/Guardians return the permissions to the class teacher who will note in the class records and on the student profile the children who have been given permission by their parents to have a mobile phone at school.
- 1.5 The teacher files the permission form in the individual children's files under the section Parent Communication.

2 Record of mobile phone – acceptable use

- 2.1 The class teacher keeps effective records of instances when the student does not follow the acceptable uses as outlined in the policy.
- 2.2 In the event of a student repeatedly not following the acceptable use guidelines, the teacher will follow the Behaviour Management Procedures

3 Related documents, forms and information sources

- 3.1 Parent/Guardian Permission form
- 3.2 Mind your Mobile Manners
- 3.3 Behaviour Management Policy and Procedure