



SNOWY  
MOUNTAINS  
GRAMMAR  
SCHOOL

CHALLENGE **BELONG** EXPLORE

# Acceptable Use Policy for Mobile Phones and Devices

Governance

## Document Information

Title	Acceptable Use Policy for Mobile Phones and Devices
Version	Approved - 4.0
Owner	Director of Wellbeing
Audience	Whole School

## Document Approval

Last Reviewed	7/02/2020
Reviewed By	Darryl Nelson
Next Review	22/01/2021

# Table of Contents

<b>1</b>	<b>Background Information .....</b>	<b>4</b>
1.1	Device Ownership.....	4
1.2	Bring Your Own Designated Technology (BYODT) Program.....	4
1.3	Other technology-based mobile devices:.....	5
1.4	Acceptable Use Policy .....	5
1.4.1	Familiarisation with the Acceptable Use Policy.....	5
1.4.2	School Excursions, Camps and Extra-curricular Activities.....	5
1.4.3	Boarding House .....	5
<b>2</b>	<b>Responsibilities – Students and Parents.....</b>	<b>6</b>
2.1	Acceptable Use Policy .....	6
2.2	Student Responsibility.....	6
2.3	Decision to Provide a Mobile Phone or Device.....	6
2.4	Awareness.....	6
<b>3</b>	<b>Acceptable Uses of Mobile Phones at School.....</b>	<b>7</b>
3.1	Using Mobile Phones Responsibly at School.....	7
3.1.1	Mobile Devices for Junior School Students .....	7
3.1.2	Mobile Devices for Years 7 to 9.....	7
3.1.3	Mobile Devices Years 10 to 12 .....	8
3.1.4	Cyberbullying:.....	9
3.1.5	Theft or damage:.....	10
<b>4</b>	<b>Sanctions/Consequences of Unacceptable/Inappropriate Use</b>	<b>11</b>
<b>5</b>	<b>Attachment A: Sample Permission Form.....</b>	<b>12</b>

# 1 Background Information

---

## 1.1 Device Ownership

SMGS accepts that some parents give their children mobile phones and mobile devices to protect them from everyday risks involving personal security and safety. Parents may also be concerned about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone/mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently.

The widespread ownership of mobile phones (and similar devices such as tablets, with smart watches now emerging in popularity) among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile devices are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones and other mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety, selective learning opportunities) can continue to be enjoyed by our students where identified as being appropriate to do so.

As a Day and Boarding School, SMGS accepts that boarders will have some differing needs during after school hours operation for use of mobile devices. Further information pertaining to boarding is included in this policy.

## 1.2 Bring Your Own Designated Technology (BYODT) Program

Technology-based devices come in many different forms including laptops, writable surface devices, tablets, iPods or equivalent, phones, smart watches, fitness watches, wireless Bluetooth air pods and headphones to name some of the mainstream devices.

At SMGS, Kindergarten to Year 5 students are provided with SMGS iPads for designated use in class with wireless keyboard access. Students in these year levels do not need to bring any technology to school apart from their own personal headphones for some learning activities. Please read Section 2 for information pertaining to use of devices at school.

Year 6 to Year 12 are part of the BYODT program and are required to bring a fully-charged laptop to school each day. Technology that forms part of the BYODT program for Years 6 to 12 refers to laptops with a keyboard function, or Microsoft 'surface book' style devices with both functional keypad and writable e-pen. Tablets are not considered adequate as part of the BYODT program, instead these are included as Mobile Devices.

No other mobile devices are required as part of the learning programs at SMGS for hardware needs. However, students are able to bring headphones/air pods for the purpose of listening to educational work (i.e. video clips in class as part of the teaching lesson when designated and approved by the teacher). Should students wish to, or choose to, bring other mobile devices, please refer to Section 2 for information pertaining to use of devices at school.

See further information regarding BYODT on the website:

<https://www.smgs.nsw.edu.au/programs/byodt/>

### 1.3 Other technology-based mobile devices:

Technology in the form of mobile devices refers to the following examples:

- Tablet (e.g. iPad or equivalent)
- iPod or equivalent
- Mobile phone
- Smart watch (e.g. Apple Watch)
- Headphones (including Bluetooth Devices such as AirPods)

### 1.4 Acceptable Use Policy

SMGS has established this Acceptable Use Policy for mobile devices that provides teachers, students and parents guidelines and instructions for the appropriate use of mobile devices during school hours. After hours Boarding House use is included in this guide for use by boarders, supervisors and parents.

#### 1.4.1 Familiarisation with the Acceptable Use Policy

Students, their parents or guardians are required to read and familiarise themselves with the Acceptable Use Policy if students intend to bring mobile devices to school and in the Boarding House. This agreement is made known to students upon commencing at the school, and/or at the start of a new school year. Parents are provided access via the school's website at any time. Students will not be permitted to use BYODT programs or mobile devices on campus or when involved in school activities unless both students and parents agree to this policy as a condition of use.

#### 1.4.2 School Excursions, Camps and Extra-curricular Activities

The Acceptable Use Policy for mobile devices also applies to students during school excursions, camps and extra-curricular activities unless otherwise indicated where some exceptions are explicitly stated.

#### 1.4.3 Boarding House

The Acceptable Use Policy for BYODT and for mobile devices also applies to boarders while on campus and extends to after hours with some amendments in the use of devices outside of the regular school day operations. Refer to Sections 2 and 3 for further advice.

## 2 Responsibilities – Students and Parents

---

### 2.1 Acceptable Use Policy

Students and their Parents or Guardians should read and understand the Acceptable Use Policy before students are permitted to bring their mobile phones and mobile devices to school including the Boarding House.

### 2.2 Student Responsibility

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in SMGS Acceptable Use Policy.

### 2.3 Decision to Provide a Mobile Phone or Device

The decision to provide a mobile phone or mobile device to their child should be made by parents or guardians.

### 2.4 Awareness

Parents should be aware if their child takes a mobile phone (or other mobile device) to school. Parents should be aware that students can register their approved device through the school's network. Parents should also be aware that students can use their own data if included as part of a device plan supplied by parents. Further awareness of parents extends to students using a 'hot spot' or similar technology with peers, bypassing both the school's network and their own data allowance, as a possibility.

## 3 Acceptable Uses of Mobile Phones at School

---

### 3.1 Using Mobile Phones Responsibly at School

#### 3.1.1 Mobile Devices for Junior School Students

##### Kindergarten to Year 5

If students have access to a mobile phone or device, students in Junior School should keep their phones or other device in their bags at all times and be used only with direct permission of the classroom teacher. Messages can be briefly viewed at Recess and Lunch only for purposes of checking essential messages for that day, i.e. a message from parents regarding transport arrangements to get home. The device should then be immediately replaced in their bag. Any urgent messages from parents can be delivered via Main Reception who will advise the classroom teacher in a timely manner.

\*\*For smart watches and headphones/air pods, please see the supplementary paragraph below in section 3.1.4.

Other devices are not required to be brought to school and it is recommended they remain at home.

##### Year 6

Year 6 students are part of the Bring Your Own Designated Technology (BYODT) program where each student is asked to bring a fully-charged laptop to school each day. Other personal devices are not required and align with the arrangements stated for K-5 above in this section (3.1.1).

\*\*For smart watches and headphones/AirPods, please see the supplementary paragraph below in section 3.1.4.

#### 3.1.2 Mobile Devices for Years 7 to 9

Year 7 to Year 9 students are part of the BYODT program where each student is asked to bring a fully-charged laptop to school each day.

If students have access to a mobile phone or other mobile device (apart from a BYODT device), students in Years 7 to 9 should keep their phones or other device in their **locked** locker at all times. Boarders may leave their phones in their rooms if they prefer.

Messages can be briefly viewed at Recess and Lunch only for purposes of checking essential messages for that day, i.e. a message from parents regarding transport arrangements to get home. Students may access their device momentarily without explicit permission from a teacher whilst at their locker. The device is not to leave their locker and should be replaced immediately after the message is checked/sent.

Any urgent messages from parents can be delivered via Main Reception who will advise the classroom teacher in a timely manner. Devices must be in the locker by 8.45 am each morning and can only be taken out after 3.35pm when not involved in school activities.

\*\*For smart watches and headphones/air pods, please see the supplementary paragraph below in section 3.1.4.

Other devices (tablets, iPads etc.) are not permitted to be used during school hours or during formal school events, unless a teacher provides explicit permission to use for educational purposes. A student who requests use of a tablet as a supplementary learning device in addition to a laptop must seek permission from the Dean of Students at the start of each school semester (twice per year). This will only be granted where a genuine need is established and where teachers report consistent appropriate use.

Boarding students are not to use mobile phones or mobile devices during Prep time. From lights out, all Year 7 to 9 boarders are to hand in their mobile devices to be locked away each night to avoid causing distraction and disruption to sleep routines. They are accessible again each morning from 7 am.

### 3.1.3 Mobile Devices Years 10 to 12

Students in Years 10 to 12 may carry their mobile phone and device on their person and use them specifically in accordance with the following arrangements:

- a) Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to learning in the classroom (as determined by the classroom teacher with full discretion of making that assessment), or disruptive to normal routines within the school.
- b) Students may carry their mobile phones on them. They are to be kept in their bag or pocket and not left on their desktop where they are likely to distract the learner. They should remain on silent at all times. Only with the express permission of the classroom teacher can they be used in a learning environment for an educational purpose.
- c) Students may use a supplementary tablet in addition to the BYODT laptop, provided that it is only used for educational learning purposes and not a distraction to the learner or other learners.
- d) Students in Years 10 to 12 are encouraged to avoid extended use of mobile phones or devices during recess and lunchtime and only use briefly as required.
- e) Students should not use mobile phones or mobile devices during school hours while engaged in other school activities such as Assembly, Chapel, Bright Sparks or Sport.
- f) Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the school.
- g) Boarding students in Years 10 to 12 may keep their mobile device in their room after lights out, except where a member of staff specifically requests the mobile devices are placed elsewhere to avoid distraction and sleep disruption. All Year 10 to 12 students may opt-in to the Years 7 to 9 mobile device hand in approach from lights out where devices are locked away in the Boarding Office.

- h) Mobile phones and mobile devices are not to be used in Prep time unless the Boarding Supervisor provides express permission for them to be used.

### 3.1.4 \*\*Smart Watches and Headphones / AirPods

At the time of writing this policy, **smart watches** are increasing in popularity in broader society with a small number of students wearing one to school. Smart watches are approved to be worn in class on a day to day basis for any year level, provided that they do not become any distraction to the learner wearer. They should be **set to Flight Mode** during the day to ensure they are not a distraction. This includes during sporting activities for the functions involving fitness applications.

Should the teacher notice the student becoming distracted during class, sport or any school activity, the student and parent will be asked for the device to be left at home and not worn to school. Smart watches that disrupt the learner or other learners in the classroom are subject to Section 4: Sanctions and Consequences per any other mobile digital device.

Smart watches are not permitted to be worn during tests and examinations and should be either left at home, or in the student's bag (Junior School) or locked locker (Senior School).

**Headphones / AirPods** are permitted to be brought to school and used for personal educational learning activities when directed by the teacher in the classroom such as listening to a video clip or educational application. The teacher has discretion for their use in the learning environment.

### 3.1.5 Cyberbullying:

- a) All students are reminded to protect their phone numbers by only giving them to close friends and family. It may help younger students to keep a note of who they have given their phone number to. This can help protect the student's number from falling into the wrong hands and guard against cyberbullying.
- b) Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour. Refer to the SMGS Anti-Bullying Policy.
- c) Students and parents are reminded that 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.
- d) Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video. Students are reminded that mobile phones are not to be used in toilets or changing rooms.
- e) Students are reminded that they must seek official permission of school teaching staff to upload any photo/image/video of students in school uniform before posting online in any format.

### 3.1.6 Theft or damage:

- a) To avoid disputes and assist in finding owners, younger students may want to mark their mobile device clearly with their names or an identifying sticker. All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.
- b) To reduce the risk of theft during school hours, Year 10-12 students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse.
- c) Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office or other appropriate place.
- d) SMGS accepts no responsibility for lost, stolen or damaged mobile devices either arising from intentional, deliberate or accidental damage.
- e) SMGS accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- f) 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 devices and/or passwords should not be shared.
- g) If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.

## 4 Sanctions/Consequences of Unacceptable/Inappropriate Use

---

All students are required to comply with the information provided within this policy as a condition of use. Members of staff will further advise students of the essential arrangements described in this policy to reinforce the need to comply and explain the rationale underpinning the policy.

The following sanctions/consequences will apply within each SEMESTER period of time (six months approximately):

- a) **First occasion:** The student is instructed to put the device away immediately.
- b) **Second occasion:** The student hands over their device to the staff member immediately (and may switch it off or lock it) in doing so. The student retrieves the device at the end of the school day from the Director of Junior School (K-6) or Deans of Students (Year 7 to 12).
- c) **Third occasion:** The parent must retrieve the device in person from the Director of Junior School or relevant Dean of Students.
- d) **Fourth or more occasion:** The parent must retrieve the device in person from the Director of Junior School or relevant Dean of Students. The student may no longer bring the device to school until the next semester has commenced.

### Additional Consequences:

- a) Any student/s caught using a mobile device to cheat in examinations or assessments will face disciplinary action. This may result in the student receiving a zero mark for that examination or assessment.
- b) Students using mobile devices to bully other students will face disciplinary action. This may include out of school hours use of the device involving our students.
- c) In situations where the Principal or their delegate considers that an allegation may be a possible breach of NSW legislation pertaining to the Telecommunications Act 2018 (NSW), the incident will be referred to the NSW police for consideration and advice to the School. In such cases, the parent or carer would be notified promptly with any referral made.

## 5 Attachment A: Sample Permission Form

---

I have read and understand SMGS Policy for Acceptable Use of mobile phones and other mobile devices at school.

I understand that this form will be kept on file at the school and that the details may be used (and shared with the appropriate authorities, if necessary) to assist in identifying a mobile phone or other device should the need arise (eg if lost, or if the phone or device is being used inappropriately).

I give my child permission to carry a mobile phone (or other device) to school and understand that my child will be responsible for ensuring that the mobile phone (device) is used appropriately and correctly while under the school's supervision, as outlined in SMGS's mobile device Acceptable Use Policy.

Parents name (print): \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Students name (print): \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Mobile's IMEI number: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have comments or suggestions, please contact [info@smgs.nsw.edu.au](mailto:info@smgs.nsw.edu.au)

---

---

---

---

---

---

---

---

---

---