Narrabri High School
Mobile Phone/Personal Technology Device Policy

This policy relates to the responsible use of personal media devices such as mobile/camera/video/internet phones, MP3 Players, IPODS, PDAs and Smart watches at Narrabri High School.

Narrabri High School recognizes that electronic equipment is widely used throughout society and can be an excellent communication, organisational and research tool. The purpose of this policy is to encourage the correct use of such equipment and to outline the overall policy which applies to all students at the school.

1. Most students and staff bring at least a mobile phone to school each day. On the majority of occasions this device is for personal use. As such the phone should be safely secured in a bag or a pocket and preferably turned off and set to silent. A teacher may request that a student can use their device for educational purposes e.g as a calculator, to note important dates, to video a performance etc. Students who bring their mobile phone or personal media devices to school are advised that they do so at their own risk. The school cannot take responsibility for loss, theft or damage. However, a student may leave their phone at the front office before 9am and pick it up at 3.30. Students should not leave the phone in their bag if that means that it will be outside of a classroom. In this case the phone should be secured in a pocket or placed in the appropriate area of the classroom.

2. "Mobile phones should not be used to disrupt the learning environment or interfere with the operation of the school." (from: "Cyber crime and social networking websites" Crime Prevention Newsletter 1, 2007, Safety and Security Directorate, NSW DET) Therefore use of mobile phones by students whilst in the grounds of Narrabri High School on school days and especially during learning activities is prohibited. Similarly, the use of personal media devices during learning activities is prohibited, unless permitted by the teacher for educational purposes. Parents are encouraged to contact the school rather than the student in cases of emergency. If this is not possible and the student is aware that they may be contacted they should ask permission from the Deputy Principal or the classroom teacher prior to the commencement of class.

3. The inappropriate use of mobile phones or personal media devices within the grounds of Narrabri High School, during learning activities or on school
organised/endorsed activities is also prohibited. Inappropriate use can include: making calls, texting or the use of social media (e.g. Facebook, Twitter) in order to bully, threaten or harass other students, staff or community members; using mobile phones to cheat or engage in malpractice; to take and transmit photographs or video images of others without their permission; any other activity such as transmitting images (video or photo) to incite violence, promote violence, or encourage or incite anti-social or illegal behaviour; using a mobile phone to transmit inappropriate material, or any use that contravenes the school’s discipline code.

4. Students are encouraged to take their mobile phones/personal media devices on excursions where significant travel is involved. The policies and procedures included in this document are to be followed.

5. Students should not use electronic communication during examinations. They should turn the phone off and leave it in their bag. If there is concern about security during an examination the device should be placed at the front of the hall. Breaches of these provisions will be dealt with through the assessment and examination policies and may result in a mark of zero being recorded.

6. Teachers have the right to ask students to put their device away or to bring it to the Teacher’s desk or secure area. Students who are found to have used their mobile phone in breach of the school rules i.e. during class time/learning activities or in any other way that may be deemed to be in breach of school rules may have their phone confiscated. In the first instance it is likely that the student will get the phone back at the end of the lesson. Repeated incidents will see the phone temporarily removed for a period of time. Serious breaches of the policy will result in confiscation and serious consequences imposed upon them.

7. In cases where mobile phones are confiscated and given to the Deputy Principal, the details will be entered into the School’s record keeping program and the device will be secured in the cupboard in the Deputy Principal’s office. Students may collect these from the Deputy Principal between 3.30 and 4.00pm. In cases of inappropriate use, the phone may be kept by the school until it can be collected by a parent or related adult or carer.

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8. Where information stored on a phone is important to an investigation of an incident at school or related to the school the phone may be retained until the matter has been investigated or resolved. In such cases parents will be contacted and informed by phone.

9. "Video and photographic capabilities of some mobile phones lend themselves to students filming or photographing unlawful or anti-social acts for the purpose of sharing them with peers or posting on social networking and video sharing websites such as My Space...". (from: “Cyber crime and social networking websites” Crime Prevention Newsletter 1, 2007, Safety and Security Directorate, NSW DET) Where such behaviour is unlawful the Principal will contact the local police and report the incident to the School Safety and Security Unit. Such incidents will also be dealt with under the appropriate section of the school’s discipline code.