

Acceptable Use of Mobile Phone and Personal Digital Devices Policy

Background:

The widespread ownership of mobile phones and Personal Digital Devices (PDDs) among young people requires that Kings Swim Club (Club) members, including committee, coaches and swimmers (along with their parents) take steps to ensure that they are used responsibly.

PDDs includes such things as music players (iPods), iPads, tablets, photo/video players, game players, book readers and digital organisers this also includes the use of laptops and mobile internet connection devices. As technology develops, it creates variations and combinations. These and new devices will be included in this policy.

Aim:

This Acceptable Use Policy is designed to promote safe and appropriate use of mobile phones and PDDs by ensuring that potential issues are clearly understood and conflicts avoided, enabling their benefits to be enjoyed by our members. Members and their parents or care-givers must read and understand and sign this Acceptable Use Policy, which also applies during training sessions, camps and any Club social activities including swim meets.

Scope:

This policy applies to all Kings Swim Club members.

Policy Statement

It is recognised that mobile phone and PDDs contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distributing of indecent images, exploitation and bullying. Misuse of mobile phones and PDDs can cause distress to individuals, impact on self-confidence and mental wellbeing, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when mobile phones and PDDs are being used, particularly in relation to additional functions. The use of all mobile phones and PDDs is therefore limited, regardless of their capabilities.

There are 'mobile phone free' areas within the Kings Swim Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

There is a zero-tolerance policy in place with regards to use of mobile phones and PDDs by any individual in these areas.

We recognise that members will want to record special swimming events such as camps, swim meets and social events to celebrate their achievements. We are happy to allow this to happen on the understanding that the following is agreed:

- Members take guidance from their coaches regarding the timing and procedures for permitted photography.
- Members must receive permission from all people they are photographing. Team or group photos including members other than yourself must not be shared. Such images cannot be sold and must not be put on the web/internet, including social networking sites such as Facebook and Instagram.
- The taking of photographs does not disrupt an event, create a health and safety hazard or negatively impact on the enjoyment of others.
- At swim meets, on camps and at social functions we will have an 'Official Club photographer' and these photos will be shared on Facebook with other parents.

PDD / Mobile Phone uses

These devices can have many positive uses but if used inappropriately can adversely affect the well-being of other members and our coaches. In particular, mobile phones have some inherent social dangers and there are possible legal implications if used inappropriately.

All digital devices and mobile phones are either to be switched off or in silent mode and kept out of sight in during training sessions so as not to be disruptive at Club. This includes the time moving to or between dryland and the swimming pool.

On camps

Members who bring a mobile phone or PDD to camp must switch their device off and handed to coaches for storage overnight. Devices will be charged in the coaches room and given back to members the following morning.

Members need to clearly identify their devices and charges with their name.

At break times

At break times, PDDs and mobile phones may be used provided they do not cause embarrassment or harm to fellow members, coaches or visitors to Club. This will be the only time members are allowed to use their mobile phone to make phone calls and they are only permitted to call their parents.

Acceptable Use of Mobile Phone and Personal Digital Devices Policy

Inappropriate Use / conduct

As mobile phones and PDD's, have personal recording, storage and transmission capacities, members must apply care and forethought to avoid antisocial and illegal use.

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club.

Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

Mobile phones and PDD's should not be used to record, store or transmit offensive material, including offensive ring tones. Possession and/or sharing of offensive or pornographic material via a mobile phone or PDD is a criminal offence and will be reported to Police.

Members must not engage in antisocial behaviour, in particular using a mobile phone to threaten, bully or harass others as this is a criminal offence.

Mobile phone and PDDs audible sounds or music must not be disruptive to anyone at Club.

Sanctions

Members using mobile phones or PDDs inappropriately will face disciplinary action as sanctioned by the Club.

Members who infringe the guidelines set out in this document face having their phones or PDD's confiscated for the duration of the training session/camp/activity. The device will be taken to a secure place and the members parent or carer will be informed.

Appropriate arrangements would then be made for the parents to collect it.

In any instance where a criminal offence is committed, the Club is bound by law to involve the police and make arrangements for them to collect the device. Permission to view the contents of the phone may be sought from police where appropriate.

Infringements may result in the withdrawal of the agreement to allow the member to bring their mobile phone or PDD to Club.

Personal safety and security

Kings Swim Club accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child at any time. Parents are reminded that due to our duty of care role, parents must make contact with the coach before a child is permitted to leave training session/camp/activity.

Theft or damage

Mobile phones and PDD's that are found at the Club and whose owner cannot be identified should be handed to front office reception at the Kingswim Centre. Kings Swim Club accepts no responsibility for replacing lost, stolen or damaged mobile phones or PDDs.

Gaining Permission / Refusal

The Club has obtained the permission of parents and carers to use the images of children. In most cases, blanket permission will be gained upon joining Kings Swim Club through a consent form. A non-return of the form by parents will be taken as an indication that consent is given. In some instances where images maybe used by the press or a third party, further, more specific, permission will be gained. Parents may withdraw their consent at any time – this must be in writing and addressed to the President.

A record of members whose parents have not given consent is kept on file by the Club. Coaches are responsible for ensuring that only members whose parents have given permission for them to appear in images are present when 'Club' photographs are taken. However, there may be times when it impractical to remove a child. This might include 'events' such as a social function or camp where group photos are taken.

And here's our essential rule for parents

Don't text or call your child during camp. Unless it's a real emergency -- like, you're going to the hospital -- resist the urge to text or phone your child during the camp. Children have survived for many, many years without talking to their parents while they're at Camp -- and they need to be allowed their independence, if they are feeling a little home sick they will be allowed to call you. And if your child does call or text you, please make sure he or she is not breaking any rules to do so.

Acceptable Use of Mobile Phone and Personal Digital Devices Policy

Responsibilities

Parents should be aware if their child takes a mobile phone or PDDs to Kings Swim Club.

It is the responsibility of members who bring mobile phones and PDDs to Club to abide by this policy and agree to use these devices appropriately.

Permission

Parent/Guardian Permission

I have read and understand the above information about appropriate use of mobile phones and PDD's at Kings Swim Club and I understand that this form will be kept on file at the club and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (eg if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to club and any applicable club activities and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the club's supervision, as outlined in this document.

Parent name (print): _____

Parent signature: _____

Date: _____

Members agreement

I have read and understand the above information about appropriate use of mobile phones and PDD's at Kings Swim Club and I agree to use my mobile phone or PPDs with the guidelines. I understand the consequences of using my mobile phone or PPDs inappropriately.

Member's Name: _____

Mobile Telephone Number: _____

Member's Signature: _____

Date: _____

If you have comments or suggestions, please contact the President or add them here.
