

ELECTRONIC DEVICES POLICY

As per the Department of Education Policy, the use of mobile phones or other electronic devices for communication and filming (still and video) is not permitted. Filming people and their activities without their knowledge and/or permission is an invasion of privacy and is not allowed. The school does not recommend that mobile phones, iPods, MP3 players and similar electronic devices be brought onto the school grounds.

The school does recognise that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone – for example to contact parents during lunch/recess or before/after school, to confirm or change a collection time or place, or in an emergency before/after school.

It is not necessary, nor acceptable, for mobile phones to be switched on or used during school lessons. They can be a distraction to students, a disruption to classes and they also pose a security problem.

Any student who is feeling unwell at school and needs to go home must arrange this through Student Services. Under no circumstance may students use mobile phones to contact home and make arrangements to leave. In order to fulfil our Duty of Care to students, a member of staff must speak with a parent/guardian regarding sick or injured students prior to leaving school.

If any headphones/earphones and electronic devices are brought onto the school grounds ***they must be turned off and not be visible at any time during classes.*** Please note that the security of these items is the student's responsibility. **The school takes no responsibility for the recovery of these items if they are lost or stolen.**

The school, through its Duty of Care, can look at and download the contents of mobile phones and other recording devices confiscated or in the possession of students, for material that is in breach of school rules or content that is inappropriate. This includes laptops, CDs, DVDs, memory sticks and the like.

Any students found to be involved in recording, distributing or uploading INAPPROPRIATE images or videos of students, parents or staff at any time will be suspended.

Mobile phones

The classroom is a work place and in school, as in society, mobile phones cannot be accessed in the workplace except when using a work related application. At no time can a personal device be used for filming during class, school devices must be used for this purpose.

Headphone/Earphones are not to be used or to be visible during class time. Listening to music is not permitted during class time.

As previously stated, it is understood that for communication and safety reasons, students may wish to have a mobile phone with them while travelling and during the school day. Students should ensure that their phone is always stored in a safe and secure place. The following points relate specifically to the use of mobile phones at school and during any school excursions, camps and extra-curricular activities:

- Students should use their mobile phones only before or after school or during recess and lunch breaks.
- Teachers may allow students to use a mobile phone in a classroom setting when using and educationally appropriate application under their direct supervision and instruction.
- If the phone belongs to another student, the appropriate consequences will apply to both the owner of the phone and the offender.
- When attending Physical Education and Design and Technology lessons, **students must have mobile phones and other electronic devices switched off and placed in the designated areas during class times.**
- Students should display courtesy, consideration and respect for the rights of others whenever they are using a mobile phone.
- Mobile phones should not be used in any manner or place that could be disruptive to the normal school routine.
- Mobile phones are not to be used to record, distribute, display or upload images or videos of students, staff or parents **on school premises**. Any breach of this rule will result in suspension and loss of phone privilege for 5 weeks.
- Mobile phones are not to be used to record, distribute, display or upload INAPPROPRIATE images or videos of students, staff or parents **at any time**. Any breach of this rule will result in a suspension and loss of phone privilege for 5 weeks.

Laptops/iPads/Tablets/School Devices

These devices are workplace devices and are to be used in an appropriate manner. Accessing any website or social networking sites for any non-curricular purpose is not permitted.

- They can be removed from a student if conditions of use are breached.
 - They are only to be used for activities directly related to the Learning Area curriculum and used only when directed by the classroom teacher.
 - They are not to be used to record, distribute, display or upload images or videos of staff, students, or parents **on school premises** unless this is part of an activity supervised by a teacher or other staff member. Any breach of this rule will result in suspension.
 - They are not to be used to record, distribute, display or upload INAPPROPRIATE images or videos of staff, students or parents **at any time**.

Any breach of this rule will result in suspension.

Consequences for Breach of the Electronic Devices Policy

First Offense

- The device will be confiscated by the teacher and passed onto a **Head of Learning Area** at the end of the lesson. The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member then the incident must be referred to Student Services Manager.
- The Incident will be entered in SIS.

Second Offense

- The device will be confiscated by the teacher and passed onto a **Student Services Manager** at the end of the lesson. The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member.
- Parent contact will be made.
- Device privileges will be withdrawn for the next day; if the device is brought to school it must be lodged with the Student Services Manager before period 1 and picked up at the end of the day.
- The incident will be entered into SIS.

Third Offense

- The device will be confiscated by the teacher and passed onto a **Deputy Principal** at the end of the lesson. **It will need to be collected by a parent.**
- An “intention to suspend” will be put in place.
- The incident will be entered into SIS.
- The student will have a loss of phone privilege for 5 weeks.

IMMEDIATE SUSPENSION

If an electronic device is used to record, distribute, display or upload any images or videos (as previously defined) of staff, students or parents at any time will result in suspension.