Portable Electronic Device Policy

Rationale:
Portable Electronic devices (mobile phones and portable music devices e.g. iPods) are important modern day communication tools, essential in providing a relevant technology-focussed curriculum and a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Aim:
To utilise the benefits of mobile phones and music devices (i.e. portable electronic devices) whilst managing the problems they can potentially cause.

Implementation:

Students
- Students must turn their portable electronic devices off at the start of each lesson and during assemblies.
- Students are to ask permission to use their portable electronic device in class. The teacher will have the final say.
- Students will be educated as to the expected behaviour in relation to use of portable electronic devices in class and in the yard. Students must not use portable Devices to take photos or video footage in the yard unless they have prearranged permission from a Principal due to privacy law.
- Students will be educated as to the regulations regarding Privacy and Cyber Safety.
- When using these devices at an acceptable time, students must not:
  - distract others from learning in class
  - use their phone to take photos or video footage of people without prearranged permission
  - use their phone to cyber-bully
- Students misusing personal mobile phones (cyber-bullying or causing a nuisance) will be brought to the attention of the Year Level Coordinator and the Assistant Principal. (See Cyber-bullying Policy).

Teachers
- Staff will attend PD sessions be kept informed of the latest learning initiatives using Mobile Phone and portable electronic technology.
- Teachers are expected to turn their phones off at the start of each lesson. In staffrooms, phones should be kept on silent. During staff meetings, phones must be turned off.
- Teachers in charge of all excursions and trips involving students must ensure the school’s mobile phones or similar appropriate communications devices accompany each trip.
- Students are not to use the school’s mobile phones without permission directly from the Teacher in Charge.
- Staff using school mobile phones are required to sign for them at the General Office.
School Mobile phones are not to be used for private calls, with the exception that staff are permitted to contact families or loved ones during overnight excursions or if an excursion is returning late.

Teachers will not use mobile phones for personal reasons whilst taking a class.

School wide

- The school does not accept responsibility for lost or damaged portable electronic devices owned by students or staff. These devices are brought to school at their owner’s risk.
- The school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities e.g. science rooms, exam rooms, technology rooms, P.E. classes, change rooms etc.
- The school will purchase and maintain enough mobile telephones and service contracts for use during camps and excursions.

Confiscations and returns:

Students found in possession of a portable electronic device at a time that is deemed unacceptable can expect:

First offence: Instant confiscation and handed to their year level coordinator. The phone will be kept for a day. It can be collected by the student directly from their coordinator at the completion of the confiscation period. Student’s name will be entered on the school’s student management system.

Subsequent offences: Instant confiscation and handed to their year level coordinator who will subsequently hand it to an Assistant Principal after entering it on the student management system. This can be collected at the end of the week by a parent or guardian. (Parent meeting – at the discretion of the YLC).

Serious Offences: Instant confiscation and handed to an Assistant Principal. Incidents will be dealt with on a case by case basis. (Eg: videoing fights, distribution of inappropriate content, videoing students without prearranged consent.)

Appendices:

Cyber Bullying: see Cyber Bullying Policy.

Ratification:

This policy was ratified on 8th December, 2010

This policy will be reviewed as part the school’s regular review cycle, or earlier if deemed necessary.