

Electronic Devices & Mobile Phone Policy 2016



This policy relates to any device that may allow access to electronic communications; the World Wide Web and music / video e.g. mobile phones, computers, iPods, digital camera etc.

ELECTRONIC DEVICES POLICY: CONDITIONS OF USE

- Students must request permission from their teacher to use electronic devices during class time. Devices are not to be seen or heard to avoid disruption to learning. A student must use their electronic device in the approved way.
- Students are to use electronic devices in a responsible way at all times.
- Students are not to answer incoming calls or messages from any device during class time. During school hours parent and student communication must occur through school personnel.
- No electronic device is permitted during tests or examinations.

CONSEQUENCES FOR NOT ADHERING TO THIS POLICY:

- If an electronic device is used inappropriately during school hours the item will be confiscated and stored at Student Services. A parent/guardian will be able to collect the device at the end of day. Every effort will be made to care for confiscated items, but no responsibility will be accepted.
- If a student refuses to give the electronic device to a staff member, a senior member of staff will become involved.
- Use of electronic devices and social media to menace, harass or offend others is a very serious offence. Students will face disciplinary action by the school, which may include suspension and removal of the privilege of bringing such devices to school. Serious breaches will be referred to the police.
- Use of an electronic device examinations or assessments will face additional disciplinary actions as sanctioned by the *school's assessment policy*.
- If a student continues to breach this policy it will result in the student been unable to bring an electronic device or mobile phone to school for a period of time.

SPECIAL CONDITIONS:

- During Physical Education classes students are able to store their valuables in safety boxes held by the class teacher. Students who choose not to use this facility do so at their own risk.
- Staff members in emergency situations may need to access their mobile phone. They are expected to have their mobile phone with them at all times.

Note:

- Students are responsible for the safe keeping and security of their own electronic devices. It is recommended that all devices be clearly labeled. Parents and students must understand that the school accepts no responsibility for replacing lost, stolen or damaged electronic devices at school or while traveling to and from school.
- It is strongly advised that students use passwords / pin numbers to ensure that unauthorized access cannot be made on any device. Students must keep their password / pin numbers confidential.