



Personal Electronic Devices* Policy 2013

*Personal electronic devices are mobile phones, iPods, mp3 players, computers etc

Rationale or Purpose

Most students have personal electronic devices (PED). Mobile phones provide a quick and effective means by which students can communicate with parents and peers. It is necessary, therefore, for school administrators, teachers, students and parents to take steps to ensure that mobile phones are used responsibly. Computers are often used in classrooms for learning purposes and students need to understand the appropriate use of these.

Policy Statement

This policy has been designed to ensure that potential issues, resulting from inappropriate use of these items, can be clearly identified and addressed. This will ensure that the benefits that PEDs provide can continue to be enjoyed by our students.

The policy also applies to students during school excursions and extracurricular activities.

Implementation

Responsibility

All parents/carers and students will be provided with a copy of the policy and are expected to abide by it.

Acceptable Uses

- PEDs must be switched off and kept out of sight and computers closed during lessons, excursions and extracurricular activities unless they can be appropriately incorporated into the learning program as directed by the teacher.
- PEDs are not to be taken into any exams or SACs unless they specifically allowed by the teacher in order to complete the SAC. The PEDs will be placed in an appropriate place determined by the teacher or supervisor at the start of the exam or SAC and given back at the end of it.
- Students may use their PEDs before or after school, or during recess and lunch breaks. **Parents are reminded that in cases of emergency, the**

school office remains the first point of contact. This will ensure that the student can be reached quickly and assisted in the appropriate way.

Unacceptable Uses

- Students are not to use PEDs during class time unless instructed to do so by a teacher as part of an educational activity.
If students use PEDs in class when not instructed to do so the following consequences will be put into place:
 1. The first time a student will be asked to turn it off and put it away
 2. The second time in that class the student will receive a detention
 3. The third time in that class the student will be suspended for one day.
- Illegal or inappropriate use of mobile phones or accessories such as cameras or recording devices will result in automatic suspension
- Illegal or inappropriate use of mobile phones for purposes such as text message bullying or harassment will result in automatic suspension.
- Vulgar, derogatory or obscene language or song lyrics that result from the use of PEDs will result in automatic suspension

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Should such incidents occur, the school may consider it appropriate to involve the police.

Theft or Damage

- Students are required to be able to identify their PEDs.
- The school accepts no responsibility for replacing lost, stolen or damaged PEDs.

4. Evaluation and review

Policies must be reviewed on a regular basis. This may be bi-yearly, annually or as legislation or regulations change. A defined review cycle should be stated.

5. Definitions

Policies should be precise and easy to understand. Sometimes terms will need to be defined to clarify meaning.

6. References

For example, the Victorian Government Schools Reference Guide, Relevant legislation, "expert" sources, DoE guidelines.

7. This policy was ratified by school council October 2013.