

POLICY:

Personal Devices Policy

POLICY COORDINATOR:

THE PRINCIPAL

Rationale:

Personal Devices (including, but not limited to, mobile phones, smart watches, tablets etc) are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed. Parents can contact students through the school administration and should be encouraged to do so. Students are not permitted to call parents or anyone during school hours, unless supervised by a staff member.

AIM:

To utilise the benefits of personal devices whilst managing the problems they can potentially cause.

GUIDELINES:

- Teachers in charge of all excursions and trips involving students must ensure a mobile phone or similar appropriate communications device accompany each trip.
- The expectation is that staff, not use personal devices whilst in class or meetings.
- Staff will be kept informed of Department of Education and Training information relating to health effects of using personal devices.
- Students are not to bring personal devices to school unless permission from the Principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a personal device. In this case the principal/class teacher would lock the personal device away, in the office, from the student's arrival at school until departure.
- The school does not accept responsibility for damaged student personal devices.
- Students personal devices must not be brought to classes, meetings, camps, excursions, assemblies or similar organised activities.
- Personal devices and students using them must not cause disruptions to classes or individuals, and must not cause a nuisance to the smooth running of the school.
- If students fail to abide by personal device use as listed in this policy, their personal devices will be confiscated and locked in the office, then returned to them at the end of the day.
- Students misusing personal devices at school or causing a nuisance will be brought to the attention of the Principal or their nominee.
- The Principal may revoke a student's privilege of bringing or using personal devices whilst at school.
- The school reserves the right to prohibit students from bringing personal devices into certain spaces or during certain activities eg: science rooms, exam rooms, technology rooms, physical education classes etc.
- School devices or staff devices with an inbuilt camera are subject to the conditions as set out in the school publishing permission policy.

EVALUATION:

- The policy will be reviewed as part of the school's review cycle.