



## **Electronic Devices Policy**

### **Rationale:**

Berwick Chase Primary School recognises that electronic devices are an accepted and invaluable part of our modern lifestyle. This policy reflects the changing views and realities around the use of electronic devices. With the increased ownership of electronic devices, the school and parents are required to take steps to ensure that they are used responsibly. Berwick Chase Primary School acknowledges that some students may need to be in possession of a mobile phone at school for reasons relating to their safe travelling to and from school. The school recognises that when used responsibly, electronic devices such as those used in the iPad 1:1 Program, can be useful tools to assist with communications, safety and learning. Students at Berwick Chase Primary School may bring electronic devices to school, but must only operate them in accordance with the following guidelines.

### **Definitions:**

Berwick Chase Primary School allows for the appropriate use of electronic devices, while aiming to protect the individual and maintaining a working educational environment. This policy sets out the responsibilities of staff, students and parents with regard to electronic devices.

*Electronic devices* can include, but is not limited to, mobile phones, digital cameras, MP3/4 players, iPods, iPhones, iPads, personal tablets, laptop computers and portable game consoles.

### **Aims:**

- To ensure the use of electronic devices does not interfere with the effective conduct of the school and classroom activities.
- To protect the privacy of individuals and minimise opportunities for harassment.
- To prevent access by students to inappropriate information, images or voice recordings.
- To ensure that procedures are in place to minimise theft and damage of electronic devices.

(See Cybersafty Policy)

### **Implementation:**

- Parents or guardians are expected to discuss the school and community expectations, and appropriate electronic device usage and etiquette with their child.
- It is advised that parents of children in grades Prep-4 give written permission to the Principal for students to bring electronic devices to school by outlining in writing the health, safety or personal reasons that justify the student being in possession of the device.
- Electronic devices are not to be kept in student bags during the day. Mobile phones must be handed in to the office at the beginning of the day and students using iPads in the 1:1 program must place them in the designated area in their classroom at 8.50am when the first bell goes.
- Parents who need to leave a message for a student during the day will contact the office rather than use the student's mobile phone or use their iPad Messaging App

- Electronic devices must not be taken into the school playground before or after school or during recess or lunch breaks, unless otherwise permitted by a member of staff for an organised activity.
- Students are not to use electronic devices in class unless specifically permitted to do so by the teacher in charge.
- Electronic devices with built-in cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- Students who bring an electronic device to school, must clearly label the device with their name.
- Berwick Chase Primary School will not accept any responsibility for any loss, theft or damage to electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of electronic devices whilst in possession of students travelling to and from school.
- Students must display courtesy, consideration and respect for others whenever they are using any electronic device.
- Students must not use electronic devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic video or other data transfer systems available on the device or for any illegal activity. Such activities may incur disciplinary action. (See Cybersafety Policy)
- Students must not take photographs/video recordings of staff, other students or visitors to the school, without their consent or knowledge.
- Inappropriate use of camera (still and video including voice recordings) from electronic devices will not be tolerated. Students found to be using a camera/voice recordings inappropriately will incur disciplinary action. Improper use of electronic devices will result in disciplinary action as outlined in the Cybersafety Policy.
- Confiscation of the electronic device will occur until such time as the parent or guardian is able to attend school to collect the device.
- Repeated infringements may result in withdrawal of the agreement to allow the student to bring the electronic device to school.

**Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.

This policy was ratified by School Council on Monday 17<sup>th</sup> October, 2016

**References:**

Information and Communication Technologies (ICT) Policy  
Digital Technologies Acceptable Use Agreement  
Social Media Policy  
Supervision of Digital Technologies Policy  
Cybersafety Policy

External references: [www.cybersmart.gov.au](http://www.cybersmart.gov.au) [www.esmart.org.au](http://www.esmart.org.au)

