

Student Mobile Electronic Devices Policy

For devices other than notebook computers

Audience: School Community

Rationale

St Paul's Anglican Grammar recognises that mobile phones and other hand-held electronic devices play an important role in communication between a child and his or her carers. Such communication is particularly important when children travel alone on public transport or commute long distances to school, as is the case for many who attend St Paul's. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently outside of the School day and that students travelling long distances enjoy listening to music, watching DVD's etc. and that they use digital devices for these purposes.

This Acceptable Use Policy is designed to ensure that potential issues involving such electronic devices can be clearly identified and addressed, ensuring the benefits that such devices provide can continue to be enjoyed by our students.

Unless specifically stated otherwise, the Acceptable Use Policy for electronic devices also applies to students during school excursions, camps and extra-curricular activities. However, it should be noted there may be instances where staff in charge of these school activities specifically prohibits the use of electronic devices.

This policy is to be read and understood in conjunction with the Social Media Policy and the Student Electronic Communication Policy.

Policy

1. Students who bring electronic devices to the school do so at their own risk. The School will not accept liability for any lost, stolen or damaged items.
2. All students are permitted to access mobile phones and portable music devices before and after the official school day, for appropriate purposes.
3. At all other times, electronic devices brought to the School should be kept out of sight and not used during class time. The exceptions to this rule are:
 - a. Portable music devices are permitted during Year 12 Study Hall with individual headphones, (the School recommends the use of headphones rather than ear buds), for the playing of music only.

- b. When a staff member specifically permits the use of these devices for educational purposes within the classroom or on camps or excursions.
4. Warragul Senior School students (only) are permitted to use this equipment at lunchtime or recess in the confines of the VCE Centre for appropriate purposes. Middle School students (at Warragul or Traralgon) should not be using electronic devices at any stage during school hours, unless with teacher permission for educational purposes during class time.
5. VCAA Rules apply. No phones or electronic devices of any type are to be taken into an examination room, SAC or other assessment. These restrictions apply at all levels. Students will be asked to leave their devices on the teacher's desk or at the door of the examination room.
6. Parents who wish to contact their child during the school day are asked to do so through the School switchboard who will direct the call to Student Services (WSS) or the appropriate School Reception (WJS, TJS, TSS).
7. Students who need to contact their parents during the school day are expected to do so through School Reception (WJS, TJS, TSS) or Student Services (WSS), not by calling them on their mobile phone.
8. In line with the School's Electronic Communications Policy if there are reasonable grounds to believe that any electronic device may have inappropriate images on it, or if it is believed that any electronic device may have been used to distribute inappropriate material, the device will be confiscated from the student. Depending on the suspected nature of the inappropriate content, staff may request the student to open the phone or provide password access to a computer, tablet or ipad in the presence of the Head of School (and IT staff). A student who has been requested to open a device must comply with this request. If the student does not comply with the request the device will be kept in the possession of the School until the request has been complied with. The consequences of engaging in inappropriate use will vary according to the seriousness of the breach including, but not limited to, cancellation of enrolment. Where appropriate, the police may be contacted.
9. It is forbidden for students to use their electronic devices to take videos and pictures of acts to denigrate and humiliate any person and then send the pictures to others or upload them to a website for public viewing. This also includes using electronic devices to photograph or film any person without their consent. *(It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced).*

Process

1. Teachers who detect unacceptable student use (such as unauthorised use in class, photographing or recording, slandering other students, staff or the School) of this equipment will confiscate the device in question. After being appropriately labelled, the device will be taken to Student Services (WSS) or School Reception (WJS, TJS, TSS) who will log the arrival and collection of the device. The device can be collected from Student Services (WSS) or School Reception (WJS, TJS, TSS) when collection is approved by the relevant Head of School.
2. If the student has an electronic device confiscated more than twice, the Head of Year (SS) or Deputy Head (JS) will impose appropriate sanctions. Ongoing breaches of the School's rules regarding these devices will be reported to the Head of School who will contact the student's carers and impose appropriate sanctions. Appropriate sanctions may include (but are not limited to) confiscation of the electronic device for an extended period, a requirement that the device be handed in before School each day and/or after-school detention.

3. If staff suspect that the electronic device may contain child pornography they will confiscate the device, secure it and deliver it to the Head of School, without opening it to check. The Head of School, or the Deputy Principal/Principal, will involve the police.
4. If images of child pornography have unwittingly been seen, staff are to confiscate the device, secure it and immediately contact the appropriate Head of School. They, or the Deputy Principal/Principal, will involve the Police.
5. Staff are not to hold on to any device, suspected or known to contain child pornography, for any period of time (or hold on to it on any personal device) without the action of involving the Head of School or the Deputy Principal/Principal.

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