

Mobile Phone and other Electronic Devices Policy

Audience: School Community Rationale

Mobile phones can create a range of hazards when brought to school:

- They are valuable items that can easily be lost, stolen or damaged in the school environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement;
- They offer unfiltered access to the internet;
- Mobile phone usage in schools not only disrupts the learning for the phone user but also for fellow students.

St Paul's Anglican Grammar acknowledges that parents may wish their child to carry a mobile phone (or other electronic device, such as an Apple Watch) for personal safety reasons; however, the right of a student to have access to a mobile phone or other personal electronic device at school must be balanced with the responsibility to use it appropriately. This policy is designed to ensure that potential issues involving such electronic devices can be clearly identified and addressed, ensuring the benefits that such a device provides 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 prohibit 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 must sign and return an ICT User Agreement before they are permitted to bring their mobile phones to school.
2. 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.
3. All students are permitted to access mobile phones after the official school day, for appropriate purposes.

4. At all other times, phones and other electronic devices, brought to the School should be kept on silent and out of sight in students' lockers (Secondary) or school bags (Junior). Electronic/smart watches or devices must be on airplane mode during the course of the school day. Head phones, ear pieces and other accessories must also be kept in lockers. At the Junior Schools students must leave their phones in their school bags or give them to their classroom teacher to mind for the day. The exceptions to this rule are:
 - When a staff member specifically permits the use of these devices for camps, excursions or educational purposes in class time.
5. VCAA Rules apply. No phones or electronic devices (including smart watches) of any type are to be taken into an examination room, SAC or other assessment. These restrictions apply at all levels.
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, and TSS).
7. Students who need to contact their parents during the school day are expected to do so through School Reception (WJS, TJS, and TSS) or Student Services (WSS), not by calling or texting 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 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).*
10. It is forbidden for students to post images, photos or content that damages the reputation of St Paul's Anglican Grammar school in any way. This includes posting images of themselves in school uniform on social media platforms or any other internet based medium.

Process

1. Teachers who detect unacceptable student use (such as unauthorised use during the school day, use in class, photographing or recording, slandering other students, staff or the School) of this equipment will confiscate the device in question, including watches used for any purpose other than telling the time. 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 Year or Head of School.
2. If the student has an electronic device confiscated more than twice, the Head of Year (SS) or Head of School will impose appropriate sanctions. Ongoing breaches of the School's rules regarding these devices will be reported to the Head of School. The Head of Year will then contact the student's carers and impose appropriate sanctions in conjunction with the Head of School. 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. 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.
3. 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.
4. 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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