
Personal Electronic Devices

Rationale

- Essendon Keilor College aims to create a safe learning environment for all members of the school community. The use of personal electronic devices such as mobile phones can be disruptive to the learning environment if not under the direct instruction and supervision.
- Mobile phones 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.
- Schools that allow the use of mobile phones must clearly and regularly advise children and parents/carers of their expectations and policy requirements, including use during school excursions, camps and extra-curricular activities.
- The school recognises that access to a mobile phone by children is viewed as important by many of our families. The school also recognises that their use, for travel, re-confirming after school arrangements, etc. is again viewed as important by many families.
- While the school does not support the banning of new technologies which are commonly supported in the community, children and families are still urged to be cautious about bringing mobile phones to school and children do so at their own risk.
- As with all privileges there is responsibility and if children do bring mobile phones to school, they must be managed according to this policy and our school expectations or they will have the privilege removed.

Purpose

- To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.
- To ensure Essendon Keilor College Primary School provides clear policy advice on the use of mobile phones.
- To ensure the school complies with DET policy and guidelines.

Implementation

- The Essendon Keilor College policy on personal electronic devices is as follows:
 - Personal electronic devices should not be used in any manner or place that is disruptive to the normal routine of the school
 - It is important that students display courtesy, consideration and respect for others whenever they are using a personal electronic devices
 - Students should have their personal electronic devices switched off during classes, in the Library and during assemblies
 - Personal electronic devices should only be turned on at the request of a staff member and should only be used for educational purposes
 - Students who persistently refuse to comply with this policy will be referred to a Level Co-Coordinator/Team Leader and will face disciplinary action
 - In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as change rooms or toilets
 - Personal electronic devices may not be used for voice recording without the permission of the person being recorded

- Appropriate action will be taken against any student who photographs, films or records other individuals without their consent or who sends threatening or harassing messages
 - Disciplinary action will be taken against any student who is caught using a personal electronic device to cheat in exams, SAC's or other forms of assessment
 - It is the students' responsibility to ensure that their personal electronic devices are always stored in a safe and secure place
 - Personal electronic devices are used at their owners' risk.
 - Neither the Department of Education and Training nor the school holds insurance for personal property brought to school and it will generally not pay for any loss or damage to such property
- This policy applies to students during school excursions, camps and extra-curricular activities but may be varied at the discretion of the teacher responsible for organising and supervising these events.

Misuse of Internet/Mobile Phones

- Children misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the Principal and the device may be confiscated until such time as a parent/carer or other related adult collects the phone from the Principal.
- The Principal may revoke a child's privilege of bringing or using mobile phones whilst at school.
- Identification of child pornography/sexting is a critical incident requiring immediate reporting to Victoria Police SOCIT Unit and Security Services Unit.
- The school will respond with the four critical actions as described in the *Responding to Student Sexual Offending* guidelines.
- Failure to report may be deemed a criminal offence.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).