

ESSENDON KEILOR COLLEGE

PERSONAL ELECTRONIC DEVICES POLICY

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 of a teacher.

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. The device 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-ordinator/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.

Passed at College Council on 8/9/05