ELECTRONIC EQUIPMENT POLICY

Related Policies

• Safe School Policy

• Positive Behaviours (Personal Best) Policy

• Student Cybersafety and Acceptable Computer Use Policy

Purpose

To provide protocols to facilitate reasonable access for students to electronic equipment during the course of the school day without adversely affecting their learning and welfare or the learning and welfare of others in the College community.

Definitions

Electronic equipment includes but is not limited to privately owned mobile phones, MP3 players, tablet devices, smartphones and laptops.

Policy

Students may bring electronic equipment to the College.

Students who bring electronic equipment to school must be responsible for their own property. The College cannot accept responsibility if electronic equipment is lost or stolen. The College makes available to students a locker for storage of property but cannot guarantee its security.

The use of any form of electronic equipment to harass, annoy or upset another person will result in appropriate consequences.

The College takes no responsibility for unmonitored personal data usage by students.

Procedures

It is acceptable for students to use electronic equipment on the understanding that:

• mobile phones are turned onto silent whilst moving around the school and in the school rooms. They are not to be used whilst the students is walking through the College as this is a workplace health and safety issue.

• electronic equipment is not left in change-rooms, unlocked lockers or in other unsecured areas. Students must have a College-issued padlock on their locker to secure their College laptop. Laptops must be carried in their laptop bags.
• student-owned electronic equipment including but not limited to mobile phones, MP3 players, iPods, iPads and private laptops may only be used in a learning space if the teacher or supervising staff member gives permission for their use.

In the event that a student needs to be in contact with parents urgently, students are advised to inform the Year Coordinator, the Student Administration Office or the Assistant Principal Pastoral Care so that appropriate arrangements may be put in place.

Should a parent need to contact their daughter urgently they are requested to do so by phoning Student Administration on 02 6260 9408. Please do not phone your daughter directly during class time.

It is not acceptable for students to:

• walk through the College using the devices. Students should use Workplace Health and Safety best practises to ensure they concentrate on their path and communicate with peers. This includes not being allowed to use earbuds and headphones whilst walking.
• use electronic equipment to film, record or capture images of other students or staff at school, while travelling to and from school or while participating in College related activities without the permission of the subject
• use electronic equipment to harass, annoy or upset another person
• use electronic equipment in the learning space unless given permission by the teacher
• download files over 20MB from the internet using the College’s electronic equipment without express permission, or to
• download material for private use or download video images of members of the College community without the permission of the people involved.
• access or view copyright protected material e.g. movies, music, other media that has been altered/transmitted via a storage device or loaded onto a school issued electronic device.

Consequences for breach of policy/procedure:

Staff procedures:

Staff may remind students to put away devices when walking through the College if they are being used unsafely. It is our expectation that all students follow the directives given to them by any staff member in relation to use of electronic equipment.

If school-issued laptops are carried without case they may be removed from the student and secured until the bag is provided.

Electronic equipment used in a classroom without the teacher’s permission may be confiscated by the teacher for the duration of the lesson. The teacher and student should engage in professional dialogue about the appropriateness of the student’s actions in line with the restorative justice practices at the College. The classroom teacher will record the misuse in the College’s Pastoral/Academic recording software and will make contact with parents to let them know about the misuse of the equipment to involve parents in the discussion with the student about the appropriate use of the device.
If the item is confiscated the class teacher will make contact with the parent(s)/carer(s) informing them of the confiscation and the consequence issued.

If the electronic equipment is misused persistently the matter will be referred to the school ICT Coordinator. The ICT Coordinator will make contact with the student to investigate the issues surrounding the misuse of the equipment. Parent(s)/carer(s) will be invited to discuss the issue and assist the student in formulating a management plan for the device.

Chronic misuse of the electronic equipment may mean the item is confiscated and returned to the parents of the student. The matter will be referred to the College AP Pastoral Care who will work with the ICT Coordinator and the parent(s)/carer(s) to find a workable solution.

Resources: ProPsych conference music paper

Forms

(Updated 1 May 2015)