



# West Ulverstone Primary School

## Electronic Devices – Acceptable Use Policy

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## 1. Scope (audience and applicability)

This policy covers conduct and behaviours of all people both while on school site and also when behaviours effect staff, students, volunteer's whether on or off site.

## 2. Rationale

West Ulverstone Primary recognises that electronic devices are an accepted and invaluable part of our modern lifestyle and becoming increasingly prevalent in schools. This policy reflects the changing views and realities around the use of electronic devices. The school recognises that, when used responsibly, mobile phones and electronic devices can be useful tools to assist with communications and safety, as well as the development of academic and social skills. However, when these devices are misused, they can be very disruptive to teaching and learning and in some cases cause harm. We have a responsibility to promote behaviours that are safe and respectful.

## 3. Purpose

- The increased ownership of electronic devices requires that school administrators, teachers, students and parents take steps to ensure that electronic devices are used responsibly as outlined in our ICT user agreements.
- This Acceptable Use Policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits that electronic devices provide can continue to be enjoyed by our students safely and appropriately.
- The Acceptable Use Policy for electronic devices applied during school hours.
- In order for students to bring an electronic device to school, students and their parents or guardians must first read and understand the Acceptable Use Policy.
- The Acceptable Use Policy for electronic devices also applies to students during school hours, including arrival at school and afternoon activities. It also applies to all excursions, camps and extra-curricular activities.
- To inform parents, carers and family that if they need to contact students during the school day to do so via the school office.
- To ensure the use of mobile phones and other electronic devices does not interfere with the effective conduct of the school and classroom activities.
- To protect the privacy of individuals and minimise opportunities for harassment and cyberbullying.
- To prevent access by students to inappropriate information, images or voice recordings.
- To ensure that procedures are in place to minimise theft and damage of electronic devices.

## 4. Definitions

**Electronic devices** include digital cameras, smartphones, mobile phones, MP3/4 players / iPods, iPads, tablets, wireless/3&4G dongles and personal electronic gaming consoles, or their equivalent.

**Students** is defined as children enrolled at a school whether at West Ulverstone or other.

**Staff** are those adults employed by the Department of education, undertaking professional work placements or employed on a relief basis.

**Parents/carers** refers to all adults responsible for the wellbeing of a student.

**Volunteers** refer to people who come into our school to help out in any way and support student learning.

**Community members and visitors** refer to all other people that may enter the school for any reason.

## 5. Responsibility

- It is the responsibility of students, staff and parents who bring electronic devices on to school premises to adhere to this policy.
- Parents should be aware if their child takes an electronic device onto school premises.
- If teachers allow the educational use of electronic devices to support learning they are to supervise students at all time to ensure they adhere to this policy and our ICT user agreements.
- It is the responsibility of the school to implement the Electronic Device - Acceptable use Policy and adhere to the department policy, guidelines and procedures.
- The school provides and maintain sufficient new (no older than 4 years) electronic devices with a ratio of not greater than 1 device per 2 students.

## 6. Acceptable Uses for Students

- Electronic devices should be switched off or to silent and kept in a container in the locked storeroom in their classroom at all times. Parents are reminded that in cases of emergency, the school office remains the first point of contact and can ensure your child will be reached quickly, and assisted in any appropriate way.
- Mobile phones should not be used during the school day to contact others. If a student needs to contact home during the day, a staff member will facilitate this through the school office.
- At times teachers may allow students to use their electronic device during learning time as a tool to support their learning program. This will be strictly supervised and students are required to follow policy expectations at all times.
- The use of mobile devices and cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.
- Students found using or carrying an electronic device inappropriately will have it confiscated. The device will be given to the staff member and taken to the office (students will be encouraged to lock or turn off their electronic device). Parents/guardians will need to collect the device from the office and where necessary discuss the breach of the policy with senior staff.
- All school devices are used in line with this policy, its procedures and guidelines.

## **Acceptable Uses for Staff:**

- Mobile phones should not be used during class and duty times to make and receive personal calls or messages.
- All staff are reminded that in cases of emergency, the school office remains the first point of contact and if necessary they will be reached quickly, and assisted in any appropriate way.
- After discussions with the Principal, and only under exceptional circumstances (e.g., extreme family illness) may a staff member have a mobile phone (on silent) visible in their classroom.
- All staff use and monitor the use of both school and personal electronic devices in line with the 'Electronic Device – Acceptable Use Policy' and the 'ICT User Agreement'

## **Acceptable Uses for Parent Helpers/Volunteers**

- Parent Helpers and volunteers are encouraged to not use mobile phones/electronic devices for personal use when working with students in all school activities. To avoid interruptions during these times, mobile phones should be switched to silent.
- If it is necessary to use an electronic device for an activity a school device will be available.
- Parents Helpers and Volunteers use school devices in line with the procedures and guidelines set out in this policy and the 'ICT User Agreement'

## **Acceptable Use for Parents/carers**

- Parents and carers are to adhere to the procedures and guidelines outline in this document.
- Parents only take photos of their child/ren and only view or upload their own children's photos onto the internet including social media.
- Parents support the school in implementing the guidelines and addressing breaches of the agreement.

## **Unacceptable Uses**

- Electronic devices must not be taken onto the school playground/toilets during lunch breaks or meetings, assemblies, school excursions, camps or other organised activities. However; cameras are permitted for use where otherwise else stated (ie: class camps).
- Adults and students are not to photograph or record any activities, conversations or events.
- Electronic devices are not to be used to threaten, bully, intimidate, discriminate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system or social media available on the device or for any illegal activity. Such activities may incur disciplinary or legal action.  
*\* It should be noted that it is a criminal offence (Section 85E of the Commonwealth Crimes Act) to use a mobile phone/electronic device to menace, harass or offend another person. As such, if action as sanctioned by the Principal or student council is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.*

## **Theft or Damage**

- Students are encouraged to clearly mark/label their electronic devices with their name.
- Electronic devices which are found and whose owner cannot be located will be handed to the front office.
- The school accepts no responsibility for replacing lost, stolen or damaged electronic devices.
- The school accepts no responsibility for students who lose or have their electronic devices stolen while travelling to and from school.

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| Authorised by:                  | Magella Dudley & Stephanie Templeton      |
| Position of authorising person: | Principal/ School Association Chairperson |
| Date authorised:                | May 2017                                  |
| Developed by:                   | Magella Dudley                            |
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