

# Electronic Devices

## POLICY

This policy outlines the appropriate use of electronic devices on our school site.

## RATIONALE

Holy Family Catholic School recognises that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons. In addition, the school provides staff and students with access to a variety of electronic devices.

In an environment where learning is the core focus, we also recognise that students need the opportunity to learn about appropriate use and keeping themselves safe when using such devices.

## AIMS

- To inform all members of our school community about the appropriate use of devices at our school.
- To outline the procedures and processes of this policy.

## GUIDELINES

### Staff

- During teaching time, while on yard duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. Other devices may be switched on.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on yard duty and during meetings.

### Students

- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## SANCTIONS

If students who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to student or parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

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### Document Control:

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## INAPPROPRIATE USE

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or wellbeing of any person; or
- is in breach of any law; or
- if it used to capture images or sounds without the subject's permission.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Education and Personal Responsibility Policy.

It should be noted that it is a criminal offence to use a mobile phone or electronic device to menace, harass or offend another person. The school may consider it appropriate to involve the police.

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