Digital Devices Policy

1. Rationale / Background

POLICY STATEMENT
The school recognises that while digital devices are very useful communication tools, in the school environment they have the potential to be disruptive. As such we ask that if students bring digital devices to school that they take responsibility and use them in an appropriate manner.

GOALS
- Seek to promote the responsible use of digital device communication.
- Prevent harassment and cyber bullying.
- Minimise disruptions created by digital devices.
- Provide parents and students with alternative communication arrangements.

2. Requirements / Outcomes

REQUIREMENTS
If a student deems it necessary to be in possession of a digital device at school there is an expectation the following responsibilities will be met.

3. Responsibilities

STUDENTS’ RESPONSIBILITIES
- Students must use digital devices in an appropriate and responsible manner.
- Students must leave their digital device in their locker or keep it on silent when in the classroom unless directed by the teacher in charge. If in the case of expecting an urgent call, it is the student’s responsibility to let the teacher and/or Grade Coordinator know before accepting the call.
- If students are given teacher permission to use a digital device in the classroom, they are expected to use them in a responsible manner which continues to provide a supportive learning environment (eg. listening to music with headphones so not to disturb others).
- Digital devices may be checked at recess and/or lunch breaks. The school encourages students to keep this use to a minimum and keep them in their locker or on silent.
- Accept that digital devices will be confiscated after an initial warning and either handed back at the end of the lesson or into Student Administration if used in the classroom without teacher permission. Students may collect their digital device at the end of the day from Student Administration if this occurs.
- Students needing to make a phone call are encouraged to ask their Grade Coordinator, Heads of School or the Principal.
- Students must understand that cyber bullying is considered to be a very serious issue. There are serious legal consequences for students who use images and send messages inappropriately.

PARENT/GUARDIANS’ RESPONSIBILITIES
- Parents are encouraged to contact their child via the Main Office and/or Student Administration in the case of an emergency and/or illness.
- Accept responsibility for loss or damage to digital devices which are brought to school by their child.
• Be prepared to collect, in person, confiscated digital devices from the Heads of School or Principal.

SCHOOL’S RESPONSIBILITIES
• Communicate messages received from parent/guardian to son/daughter via Student Administration.
• Provide safe keeping for digital devices brought to school which are then confiscated. **The school does not however, accept any responsibility for loss or damage to digital devices.**
• Confiscate mobile phone used in the classroom without teacher permission and the teacher must hand them into Student Administration.
• Grade Coordinators, Heads of School and Principal will allow students to make a phone call provided the matter is considered to be urgent.

CONFISCATION OF DIGITAL DEVICES

**Criteria for Confiscation**
Digital devices will be confiscated if they:

- Pose a threat to others (e.g. a laser pen being used to distract and possibly harm another person).
- Pose a threat to learning (e.g. a student using an iPod that is loud and distracting to the class).
- Pose a health or safety threat (e.g. bullying text messages).
- Are illegal for a child to have (e.g. racist or pornographic material).

**Confiscation**

1. If a teacher confiscates a digital device it must either be returned to the student at the end of the lesson or passed to Student Administration in an envelope with the students name on it at the first break available. The Grade Coordinators and Heads of School will also place these items at Student Administration.
2. Student Administration will lock the item in a secure place.
3. Student Administration will maintain a log as follows:

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>ITEM</th>
<th>OWNER</th>
<th>DATE COLLECTED</th>
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4. In the event of continued confiscation (on more than 3 occasions) of digital devices and when items are forwarded to the Heads of School, he/she will arrange for collection by the parent/guardian.

Review date: 11/10/2010