

# Montmorency Secondary College

## PERSONAL ELECTRONIC DEVICE POLICY

### Rationale

Electronic devices such as mobile phones and iPods offer ready access to communication and entertainment. These devices have had a major impact on the way students can contact family and friends and how they use their leisure time. They offer new ways of achieving educational outcomes but there is a need to set clear guidelines and limit their personal use during the school day, in particular, to avoid unnecessary interference with the teaching and learning program.

### Disclaimer

1. Electronic devices are brought to school at the owners' risk.
2. The Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Staff and students are discouraged from bringing any unnecessary or particularly valuable items to school.

### Guidelines for Use

1. All personal electronic devices are not to be brought to class or used in class unless there is clear direction from a teacher that they are required to complete an educational task. Students must have these devices switched off and out of sight during classes, between periods and whilst they are acting as couriers or doing yard duty.
2. Electronic devices must not be used in any manner or place that is disruptive to the routine of a school.
3. When necessary, students may use a personal electronic device (including mobile phones and iPods type devices) before or after school, or during recess and lunch breaks (but not between periods).
4. It is important that students display courtesy, consideration and respect for others whenever they are using their personal electronic device at the permitted times.
5. In normal circumstances, parents/caregivers wishing to leave messages for their children should do so by telephoning the College. Staff will do their best to ensure that messages are passed on during class breaks. Our Office staff are will assist students who need to contact family/others in an emergency.
6. There are, however, times when it is genuinely appropriate and beneficial for students to have access to a mobile phone; for example, need to contact parents or guardians in emergencies.
7. Personal electronic device cameras or video recorders are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
8. Significant disciplinary action will be taken against any student who photographs or films students or staff without their clear consent, or who sends/displays inappropriate or threatening phone messages or photos/video clips. This includes a ban on photographing/videoing incidents in the schoolyard or a classroom.
9. Internet broadcasting of unauthorised photos or video footage taken with a personal electronic device is illegal and could lead to criminal proceedings. It will be treated as a very serious breach of school rules.
10. Disciplinary action will be taken against any student who is caught using a personal electronic device to cheat in exams or assessments.
11. Students must ensure that their personal electronic devices are always stored in a safe and secure place, such as, locked in their lockers.
12. On no account is any personal electronic device to be taken to Phys. Ed classes or sport training and left in change rooms. Phys. Ed staff will not take responsibility for storing or securing these types of items.
13. This policy applies to students during school excursions, camps and extra-curricular activities as well, unless clearly directed otherwise by the teacher in charge.

### Procedures for inappropriate use

1. Any student found acting in breach of these guidelines should expect that a staff member will take possession of the personal electronic device and place it in the school safe at the General Office for security. Parents or caregivers will have to contact the school and negotiate an arrangement for collection of the confiscated device with the teacher concerned or the appropriate Year Level Coordinator.
2. The Year Level Coordinator and/or Sub-School Leader will determine any sanctions that will apply for more serious breaches of the guidelines. This may include withdrawing the privilege of a student having an electronic device at the College at all, and/or other disciplinary action as appropriate.

### Evaluation

1. This policy will be reviewed every three years as part of the Council's policy review cycle.

This policy was last ratified by School Council in....

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