



# Our Lady of Hope School Greenwith

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# POLICY DOCUMENT

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## Use of Electronic Devices

## RATIONALE

Electronic Devices at Our Lady of Hope School are only to be used in a way that enhances student learning and staff facilitation of the curriculum to students. The aim of this policy is to promote the safe, responsible and ethical use of Electronic Devices on the school premises.

### Objective

To ensure that Our Lady of Hope School has systems in place to monitor how electrical equipment and electronic devices are used on site and to ensure the safety and welfare of all staff, students and parents using such equipment at school. .

### Definition

This policy covers all digital and electronic devices that staff or students may bring to school including, but not exclusively, MP3 Players, digital cameras, mobile phones, laptop computers, iPods, and iPads.

### Policy Statement

- The school wishes to discourage the bringing of personally owned digital and electronic devices to school for children in Reception to Year 3 on the grounds that they are valuable and may be lost, stolen, broken and that they can be disruptive to teaching and learning. Electronic equipment needed for learning in these younger years will be provided by the school. In Year's 4-7 the school will run a Bring Your Own Device program whereby children are able to bring in their own electronic devices for the purpose of learning. All devices brought by students will be done so at their own risk, however teachers will put procedures in place in order to facilitate the safe keeping of these devices whilst they are at school. Children in Year's 4-7 will still have access to school supplied equipment if they are unable to bring their own device to school. Where personal items are bought from home they must be charged at home and have sufficient battery life in order to last for a full school day. Our Lady of Hope operate under strict Work Health and Safety guidelines in relation to the inspection and testing of electrical equipment used on site and therefore only school owned equipment or equipment that has been electrically tested can be used on the school site. .

### Students

- We recognise that some students require access to a phone for safety reasons when going to and from school. Additionally, there may be times where teaching staff validate the limited use of mobile phones as part of the learning program.
- Students must seek permission from their teacher prior to bringing any electrical items to school, with the exception of their designated BYOD Device
- Camera and video phones are not to be used at school **at all, unless specifically allowed by teaching staff for a specific teaching and learning activity.** If students are seen with cameras or video phones at school and/or they are using them without authority, the items will be confiscated. This is in line with privacy legislation.

When using personal electronic devices at school, children must adhere to the expectations set out in the OLOH Student ICT Agreement (referred to in the Communications Technology policy).

- Children who are permitted by their parents to bring mobile phones to school do so at their own risk and must follow the guidelines set out in this policy. **The device must not be kept on their person from the time school commences (8:50am) until the time school finishes (3:05pm). It is the child's responsibility to keep the device in a safe place during this time. Whilst teachers may offer to look after a child's phone, it is still the child's responsibility to ensure that they collect their phone at the end of the school day. Special exceptions may be given by teachers for excursions or if the teacher permits the children to use the phone as part of the learning program.** It must not be used to either make or receive calls or messages during the school day. Students and parents need to follow the normal arrangements of contacting the front office, if any messages need to be given.
- Children are not to use their personal mobiles to contact their parents during school hours unless they have been authorised to do so by a school staff member. Students must follow the normal procedures of contacting the front office if they need to make contact with their parents during the school day.
- If a parent needs to make contact with a student during the school day, they must do this through the correct channels by calling the front office 82898344. Parents are not permitted to call children directly on their mobile phones during school hours. Parents/guardians' messages will be given to the relevant students at the next convenient break in the school day. In the case of emergencies, messages will be given to students immediately.
- Staff will confiscate mobile phones if they are seen during the school day. If devices are confiscated, they can be collected from the teacher at the end of the school day. If a phone is confiscated on a second occasion, discussions will be had with parents about the on-going need for their child to have a mobile phone at school.
- Continued breaches of our mobile phone guidelines by either students or parents may result in the mobile phone being banned from being brought to school.

## Staff

- Staff are permitted to bring mobile phones to school, however these should be charged at home prior to the school day.
- Staff are not permitted to use mobile phones during working or instructional time, other than for work related purposes or in an emergency.
- Staff planning to use electrical equipment for activities such as pancake day or class cooking etc must plan ahead to ensure electrical items have been inspected by the Principal, Deputy Principal or Work Health Safety Coordinator. A risk assessment must be completed and submitted to the Deputy Principal or Principal prior to conducting the activity.
- If an electrical item is to be used more than once it must be added to the testing and tagging register and tested in the next scheduled testing period.
- Staff are required to seek the approval of either the Principal or Deputy Principal before using their own electrical devices on site. The Principal or Deputy Principal must be satisfied that the electrical appliance does not pose a threat to anyone's safety before approving the use of the device.

## Guidelines for Implementation

OLOH enforces its procedures for the appropriate use of digital and electronic devices to enhance the safety and protection of staff and students.

We are mindful of our electricity consumption and students are not to bring chargers for mobile phones, Ipods, Ipads or cameras to school.

The school will not accept any responsibility for the damage or loss of staff or students' mobile phones or any other personal electronic equipment whilst at school. However staff are expected to display diligence in assisting children to care for and protect their own personal electronic devices. Such diligence should include ensuring that classrooms are secure so that students can safely leave devices unattended in their classrooms and intervening when they notice that children are mis-using their own devices or interfering with another person's device.

Teachers at their own discretion may offer to look after children's mobile phones during the school day, however the school will still not be held responsible for loss or damage to devices which are in the teacher's care.

In the event that a student's personal device is lost, damaged or stolen whilst at school, staff are expected to make a genuine attempt to assist the student in locating the phone or in determining how the device was damaged.

Respectful and appropriate use of all ICTs and electronic devices is expected of every staff member and student to ensure the safety and wellbeing of our school community and to minimise disruptions to the operations of our school.

  
\_\_\_\_\_  
(Chairperson)

12/12/2017  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
(Principal)

12/12/2017  
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(Date)