

Enkindle Village School

Personal Electronic Device Policy



1. Statement

The purpose of this policy is to manage the appropriate use of personal electronic devices by students, parents/carers and employees whilst at school.

2. Purpose

Enkindle Village School (the School) is committed to the fair and safe management of privately-owned electronic devices so that the benefits of this technology can be enjoyed by everyone.

The School requires parents/carers, students and employees to display courtesy, consideration and respect for others whenever they are using a personal electronic device. The use of personal electronic devices must not disrupt others or the normal routine or running of the school.

3. Scope

This policy applied to all parents/carers and students enrolled at Enkindle Village School as well as all School employees.

4. Principles

This policy applies to the management of all types of personal electronic devices, including mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, as defined below.

This policy also applies on the school premises, as well during school activities, such as excursions, camps and extra-curricular activities.

At Enkindle Village School “acceptable use” of personal electronic devices includes the following:

- Students, parents/carers and employees are required to switch personal electronic devices off or on to silent mode and put them out of sight during designated learning/work times, unless expressly permitted otherwise by school staff. Students, parents/carers and employees utilising an electronic device for educational/work purposes at the School must see the Enkindle ITC and Social Media Policy.

- Students may only use personal electronic devices before and after school and during eating breaks, or for personal learning projects, unless expressly permitted to do otherwise by school staff.
- Students must not take electronic devices into exams, tests or other student assessments, unless expressly permitted by school staff.
- Students, parents/carers and employees must not use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in change rooms and toilets or any situation which may cause embarrassment or discomfort to others.
- Students, parents/carers and employees must not invade the privacy of other students, parents/carers or employees of the School by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting it on a website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained. Any such recording or distributing without permission will be subject to action under the Enkindle Positive Behaviour Management Policy or Enkindle Performance Management and Professional Development Policy (whichever is appropriate) and to potential police investigation.
- Students, parents/carers and employees must not use a personal electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action under the Enkindle Positive Behaviour Management Policy or Enkindle Performance Management and Professional Development Policy (whichever is appropriate) and to potential police investigation.
- Students, parents/carers and employees are reminded that it is a criminal offence to use an electronic device to menace, harass or offend another person and that calls, text messages and emails can be traced.
- Students, parents/carers and employees should ensure that all personal electronic devices are appropriately named or otherwise identifiable.
- Students, parents/carers and employees should store personal electronic devices safely and securely. The School accepts no responsibility for lost, stolen or damaged personal electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Any breaches of this Policy must be reported to a student's teacher, Principal or the Business Development Manager.

Responsibilities

School Responsibilities

Enkindle Village School acknowledges its responsibility to:

- Develop and implement this Policy to ensure that the use of personal electronic devices by students, parents/carers and employees does not disrupt others or the normal routine or running of the school.
- Communicate this Policy to students, parents/carers and employees.
- Keep appropriate records, monitor and report on any issues related to inappropriate personal electronic device use by students, parents/carers and employees.
- Encourage students, parents/carers and employees to contribute to a healthy school culture.

Employee Responsibilities

At Enkindle Village School employees have a responsibility to:

- Uphold the school's ICT and Social Media Policy and this Personal Electronic Device Policy.
- Take reasonable steps to prevent and also respond appropriately to any instances of inappropriate use by students of personal electronic devices.

Parent/Carer Responsibilities

At Enkindle Village School parents/carers have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her personal electronic devices to school.
- Contact only the School's office in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their personal electronic devices during an emergency may create greater risk for students.

Student Responsibilities

At Enkindle Village School students have a responsibility to:

- Uphold the school's ICT and Social Media Policy and this Personal Electronic Device Policy.
- Not engage in conduct prohibited by this ICT and Social Media Policy and this Personal Electronic Device Policy or that otherwise disrupts others or the normal routine or running of the School.
- Report any breaches of the ICT and Social Media Policy and this Personal Electronic Device Policy to their Teacher/Principal or Business Development Manager as appropriate.

Implementation

Compliance and Monitoring

- All employees and volunteers are to read and sign a copy of the Digital Technologies Agreement Form on induction.
- All parents/carers are to read and sign a copy of the Digital Technologies Agreement Form on enrolment.

- All students of appropriate age are to read and sign a copy of the Digital Technologies Agreement Form on enrolment.
- All students will be provided digital technologies education to regularly raise awareness of the appropriate use of electronic devices.

5. Definitions

Personal electronic device – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students.

Recording – includes taking photos, videos and voice recordings.

6. Legislation

- *Anti-Discrimination Act 1991 (Qld)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education 2005 (Cth), including Guidance Notes*
- *Australian Education Act 2013 (Cth)*
- *United Nations Rights of the Child*
- *Universal Declaration of Human Rights (1948)*
- *Melbourne Declaration on Educational Goals for Young Australians (2008)*

7. Supporting Documents

- Enkindle ICT and Social Media Policy
- Enkindle Anti-Discrimination, Harassment and Bullying Policy
- Enkindle Child Protection Policy
- Enkindle Code of Conduct
- Enkindle Complaints Handling Policy
- Enkindle Privacy Policy
- Positive Behaviour Management Policy

8. Version Control

Approval Details

Policy Sponsor	Secretary
Approval authority	Management Committee
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Modification History

Version no.	Approval date	Implementation date	Details