



Mawarra Independent School

Acceptable Use of Personal Electronic Devices Policy

Purpose:	The purpose of this policy is to manage the appropriate use of personal electronic devices by students at Mawarra Independent School.	
Scope:	Students, Parents, Volunteers and Visitors	
Status:	Approved	Supersedes: N/A
Authorised by:	Principal	Date of Authorisation: January 2023
References:	<ul style="list-style-type: none">• <i>Mawarra Independent School Acceptable Use of ICT Services Policy</i>• <i>Mawarra Independent School Privacy Policy</i>• <i>Mawarra Independent School Student Handbook</i>	
Review Date:	Every 2 years	Next Review Date: March 2025
Policy Owner:	Mawarra Independent School Management Committee	



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Policy Statement

Mawarra Independent School is committed to the fair and safe management of privately owned student electronic devices so that the benefits of this technology can be enjoyed by students.

Mawarra Independent School is a low-technology school committed to providing time away from electronic devices at school, when possible. Students permitted to use personal devices are to display courtesy, consideration and respect for others whenever they are using an electronic device. The use of electronic devices must not disrupt others or the normal routine or running of the school.

This Policy applies to the management of all types of electronic devices, including mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held and other 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 Mawarra Independent School “acceptable use” of electronic devices includes the following:

- Students bringing devices to school are required to **hand them in to the school Office or class teacher in the mornings on arrival to school**, unless other arrangements have been made with the Principal, or it's use is expressly permitted by school staff. Students given permission to utilise an electronic device for educational purposes at Mawarra Independent School must familiarise themselves with the Mawarra Independent School *Acceptable Use of ICT Services Policy*.
- Students **may not** use electronic devices before school or during recess and lunch breaks, unless expressly permitted to do so by school staff. Students **are** permitted to use devices after 3:00pm.
- Students **must not** take electronic devices into exams, tests or other student assessments, unless expressly permitted by school staff. Any breaches will be dealt with under the Mawarra Independent School Student Code of Conduct. Students given permission to utilise an electronic device during an exam, test or assessment must see the Mawarra Independent School *Acceptable Use of ICT Services Policy*.
- Students **must not** use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in toilets, when alone with another person or in any situation which may cause embarrassment or discomfort to others.
- Students **must not** invade the privacy of other students 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 Mawarra Independent School Student Code of Conduct Policy and to potential police investigation.



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- Students **must not** use an electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action under the Mawarra Independent School Student Bullying Policy >> and to potential police investigation.
- Students 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 should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.
- Students should store electronic devices safely and securely. Mawarra Independent School accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Students should only give their phone number out to close friends and family.
- Any breaches of this Policy must be reported to the Principal.

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

Responsibilities

School Responsibilities

Mawarra Independent School acknowledges its responsibility to:

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

Employee and Volunteer Responsibilities

At Mawarra Independent School employees and Volunteers have a responsibility to:

- Uphold the school's Policy on this issue.
- Take reasonable steps to prevent and respond appropriately to any instances of inappropriate use by students of electronic devices.

Parent Responsibilities

At Mawarra Independent School parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her electronic devices to school.



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- Contact the Mawarra Independent School front Office in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create confusion and greater risk for students.

Student Responsibilities

At Mawarra Independent School students have a responsibility to:

- Uphold the school's Policy on this issue.
- Not engage in conduct prohibited by this Policy or that otherwise disrupts others or the normal routine or running of the school.
- Report any breaches of this Policy to Principal.

Implementation

Mawarra Independent School has a responsibility to provide a safe and supportive environment for all students and staff. Information pertaining to the School's Acceptable Use of Personal Electronic Devices Policy is made available to all students via the student handbook which is distributed at the beginning of each year. Class teachers also provide guidance, and model appropriate use of ICT services at all times. Families are advised of changes and updates to the Policy via School newsletters, the Mawarra family Facebook page and via the School website. Staff will be advised of this Policy as part of their induction process, any changes and updates to the Policy will be communicated to staff via weekly Policy updates during Staff meetings. Any misuse is reported directly to the Principal.

This Policy will be enforced as required with all breaches or misuse of devices to be reported to the Principal. Instances of misuse will be recorded on the student's file. Further action may include consultation with family and/or referral to the School Management Committee. As a school, we will regularly review and update this policy to ensure it reflects our current approach to ICT management.

Compliance and Monitoring

School Responsibilities

Mawarra Independent School acknowledges its responsibility to:

- Keep appropriate records of misuse – recording any breaches on student files, meeting with families on record, and including instances of misuse in Principal's report to School Management Committee.
- Monitor and report on any issues related to inappropriate electronic device use by students – all breaches are to be reported to the Principal. Principal will report breaches as part of Principal report to School Management Committee.
- Updates and reminders about appropriate use will be included in the school newsletters to families, on school assemblies and via our family facebook page.



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I acknowledge that I have read and understood the Mawarra Independent School Personal Electronic Device Policy.

I agree to the terms and conditions outlined in this Policy

Student Name:

Student Signature:

Date:

Parent/Guardian Name:

Parent/Guardian Signature:

Date: