



Ryde East Public School

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ELECTRONIC DEVICES POLICY

This policy covers the use of students' personal electronic devices.

Electronic Devices: The 'electronic device/s' mentioned in this policy includes but are not limited to mobile phones, portable gaming devices, music players, recording devices, tablets, laptops and cameras.

Introduction:

An electronic device, when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. However, these devices have the capacity to have a negative impact on the learning environment and the safety and wellbeing of students.

This policy aims to establish guidelines for the use of electronic devices by students, including mobile phones, within the school environment and aims to set out the responsibility of staff, parents and students.

Guidelines for Use:

1. Once at school, the electronic device must be turned off and kept in a student's bag at all times. Electronic devices that ring or beep during the school day disrupt the learning environment. If the electronic device is taken out of the school bag or is making noise, in the first instance, the student will be warned, told to turn the device off and replace in the school bag. Their name will be recorded in the Teacher's Incident Book and reported to the relevant Assistant Principal responsible for student welfare and discipline on that Stage. If this occurs more than once, the device will be given to the Principal and parents/carers will need to collect it from school. The device will be turned off and kept in a secure storeroom.
2. The school will accept no responsibility for the security of electronic devices brought to school, nor will the school investigate should they be lost or stolen.
3. Uses of personal mobile electronic devices at school, with the capability of connecting to the Department's wi-fi network, are covered by the Student Bring Your Own Device Policy (BYOD).

Responsibilities of Students:

(Please see the BYOD policy for information on students using 'Bring Your Own Device' electronic devices)

- Students assume total responsibility for the safe keeping of their electronic devices whilst at school. **Devices are to be left in school bag and not taken into the playground or classroom.**
- Students need to understand that no responsibility is taken by the school or investigations undertaken into the disappearance of the above mentioned devices;
- Students must not use electronic devices to bully, intimidate, photograph, SMS or text message, video or use any other data transfer system including (but not limited to) uploading to social media or the internet to harass other students;
- Students must turn off electronic devices whilst on the school premises;
- Students must turn off their electronic devices during school time;

- Students must not take photos or make video or audio recordings of any individual or group without the express written permission of their parent/caregiver and the supervision of an appropriate staff member.
- Students must never publish or send unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
- Students must never use an electronic device to threaten, bully or harass another person or make excessive or unreasonable demands upon another person;
- Students will surrender their electronic device if directed to do so by the Principal or his/her delegate if any of the above conditions are broken. It will be the responsibility of the parent/carer to collect the electronic device from the school office.
- When on an excursion
 - i. Electronic devices are to be declared to the appropriate staff member
 - ii. They must remain turned off and in the students bag
 - iii. When permission by an appropriate staff member is granted, students may be allowed to take photographs, audio or video recordings for personal use e.g on school camp. Any photograph, audio or video recording may not be published electronically for any reason. The device used must have its transmitting capabilities turned off and therefore not be able to receive or send any data e.g. use of a mobile device for camera functionality, not to send or receive phone calls or messages or use upload/download capabilities.

Responsibilities of Parents/Carers

- Ensure their child/children is/are familiar with their responsibilities for the appropriate use of electronic devices;
- Collect the offending electronic devices from the school office when notified by the school of their inappropriate use;
- Not contact their children via text, SMS or phone call during the school day. The appropriate procedure for parents to relay messages to their children or to contact them due to an emergency is via a phone call to the school office.
- Ensuring photographs, audio or video recordings obtained by the students of others are not published, shared or broadcast in any way without the express written permission of the School Principal.

Responsibilities of the School:

- Depending on the circumstances, action the school can take for the inappropriate use of devices such as those mentioned above are:
 - confiscating electronic devices from individual students. If confiscated, they will be securely locked away and given to the parent/carer from the school office;
 - applying school disciplinary provisions;
- Regularly remind students and their parents that the school accepts no responsibility for the loss of such devices and will not investigate such.

What is inappropriate use?

Generally, an electronic device if used inappropriately will:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- Threatens or is likely to threaten the safety or wellbeing of any person, or
- Is in breach of any law or Department of Education and Community Guidelines.

Inappropriate use of electronic devices will include students using them to bully, intimidate or otherwise harass other people through any message, publication, photograph, video, audio or other data transfer system available on the device. This type of misuse will be dealt with under the

school's Discipline Policy. Action will only need to be taken if an electronic device is used inappropriately.

Relevant Attachments

- Student Bring Your Own Device Policy (BYOD)
<https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/PD20130458.shtml>
- Student Bring Your Own Device (BYOD) guidelines
https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/Student_BYOD_Guidelines.doc
- Bring Your Own Device Student Agreement
https://www.det.nsw.edu.au/policies/technology/computers/mobile-device/Student_Agreement.doc

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