
Personal Electronic Devices Policy - Students

Purpose of the Policy

The purpose of this policy is to manage the appropriate use of personal electronic devices by students at school

Scope

This policy applies to students and parents.

Responsibility

Principal

Point of Contact

Principal

Policy Statement

Caboolture Montessori 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.

Caboolture Montessori School requires students 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 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 Caboolture Montessori School “acceptable use” of electronic devices includes the following:

- Students are required to switch electronic devices off or on to silent mode, and put them out of sight during class, unless expressly permitted otherwise by school staff. Students given permission to utilise an electronic device for educational purposes at Caboolture Montessori School must see the Caboolture Montessori School’s Acceptable Use of ICT Services Policy.
- Students may only use electronic devices before and after school and 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. Any breaches will be dealt with under the Caboolture Student Code of Conduct.
- Students 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 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 Caboolture Montessori School Behaviour management Policy and to potential police investigation.

- 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 Caboolture Montessori 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. Caboolture Montessori 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 by students 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

Caboolture Montessori 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 to contribute to a healthy school culture

Employee Responsibilities

At Caboolture Montessori School employees have a responsibility to:

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

Parent Responsibilities

At Caboolture Montessori 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
- Contact only the Caboolture Montessori 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 greater risk for students.

Student Responsibilities

At Caboolture Montessori 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 the Principal.

Policy Release Details

Date of Policy

July 2018

Review Date

Every 3 years

Supersedes

Nil

Approved by Principal

Signature Date / /

Approved by Board

Signature Date / /

Related Policies and Documents

- Anti-Bullying Policy
- Behaviour Management Policy
- Child Protection Policy
- ICT Policy
- Sexual Harassment Policy
- Staff Code of Conduct
- Student Code of Conduct
- Workplace Bullying Policy

Policy Distribution

Restrict Distribution – Internal Use Only	<input type="checkbox"/>	(reason) _____
Immediate Parent Email Distribution	<input type="checkbox"/>	Date completed: _____
Immediate Staff Email Distribution	<input type="checkbox"/>	Date completed: _____
Staff Training Required	<input type="checkbox"/>	Date completed: _____
Intranet	<input checked="" type="checkbox"/>	
Staff Manual	<input type="checkbox"/>	
Include in Staff Induction Training	<input type="checkbox"/>	
Parent Lounge	<input checked="" type="checkbox"/>	
Parent Manual	<input type="checkbox"/>	
Website (public)	<input checked="" type="checkbox"/>	
Other (provide details)	<input type="checkbox"/>	_____