



A school that provides a professional, stimulating and challenging learning environment.

Trundle Central School

Acceptable Use Policy

for

Personal Electronic Devices

such as

Mobile Phones, Mp3 players, iPods, Portable Computer Games, Laptops or similar.

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1. Preamble

Although the use of "Personal Electronic Devices" (P.E.D.s) such as mobile phones, Mp3 players, iPods, portable computer games, laptops or similar in schools should not automatically be of concern, all non-school issued P.E.D.s are actively discouraged from being brought to school. It is only if a P.E.D. is used inappropriately that action may be necessary.

Generally, a P.E.D. will be used inappropriately if it:-

- 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 well being of any person, or
- is in breach of any law.

Inappropriate use of P.E.D.s will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the P.E.D.

The increased acceptance of P.E.D.s requires that school administrators, teachers, students and parents or carers take steps to ensure that P.E.D.s is used responsibly. This *Acceptable Use Policy* is designed to ensure that potential issue, such as mobile phone etiquette, can be clearly identified and addressed, ensuring the benefits that P.E.D.s provide, such as increased safety, can continue to be enjoyed by our students.

Trundle Central School Acceptable Use Policy

The Trundle Central School Acceptable Use Policy for Personal Electronic Devices (P.E.D.s) provides teachers, students and parents or carers with guidelines and instructions for the appropriate use of P.E.D.s while the student is on the school premises, inclusive of grounds and premises.

- In order for students to carry a mobile phone during school hours, students and their parents or carers must read the *Acceptable Use Policy*.
- It is a requirement that students have any P.E.D devices turned off and placed out of sight during class time unless instructed otherwise by their classroom teacher.
- The *Acceptable Use Policy for P.E.D.s* also applies to students during school excursions, camps, extra-curricular activities and whilst on any public or private transport to and from school.
- The *Acceptable Use Policy* also states that students bring P.E.D.s to the school at their own risk and that neither the school, teachers nor administration staff will accept any responsibility for any loss or damage to P.E.D.s.

2. Responsibility

The *Acceptable Use Policy* also states that students bring P.E.D.s to the school at their own risk and that neither the school, teachers nor administration staff will accept any responsibility for any loss or damage to P.E.D.s.

- It is the responsibility of students who bring P.E.D.s onto school premises to adhere to the guidelines outlined in this policy.
- Parents or carers acknowledge that by endorsing this policy, students may be asked at any time to hand in their P.E.D to a designated school officer who will, with the student/s present, scan the laptop and any peripheral devices for inappropriate material of any nature.

3. Acceptable Uses

P.E.D.s such as mobile phones are sometimes viewed as enhancing security for students travelling to and from schools.

- Parents and carers are reminded that in cases of emergency contacts with the school, the front office remains ***the first point of contact*** when attempting to contact students. The school will then endeavour to contact the student and assist in any appropriate way.
- While on school premises, students should use the P.E.D.s noiseless and/or vibration alert function for features such as text messaging during official school hours. This only applies outside of scheduled classroom lessons.
- P.E.D.s must be switched off during classroom lessons. P.E.D.s should not disrupt classroom lessons by ringing or beeping.

4. Unacceptable and / or Inappropriate P.E.D. Usage

It should be noted that it is a criminal offence in the State of NSW to use a mobile phone to menace, harass or offend another person. As such, if disciplinary action that is sanctioned by the Principal is deemed ineffective, as with all such incidents the school may consider it appropriate to involve the police.

Generally, taking photographs or videos on departmental premises should not occur unless the principal is satisfied that there is good reason. Where applicable, staff and parental or student permission should be obtained.

If students use P.E.D.s inappropriately, principals have the right to take action. Depending on the circumstances, action can include the following:

- Banning students from using P.E.D.s during the course of the school day.
- Confiscating mobile phones from individual students.
- Requiring students to hand in their P.E.D.s to designated school staff at the beginning of the school day for collection when students go home.
- Any student caught using a P.E.D. to cheat in schoolwork or assessment tasks will face disciplinary actions as sanctioned by the Principal.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
- Any student with a P.E.D. may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or

objectionable images, and phone calls will face disciplinary actions as sanctioned by the Principal.

- Any students using P.E.D.s to bully other students will face disciplinary actions as sanctioned by the Principal.

5. Theft or Damage

Similar to any other private property brought onto the school premises, students are required to mark their P.E.D.s clearly with their names. Also,

- Students who bring P.E.D.s onto the school premises should aim to reduce the risk of theft during school hours and are advised to keep them well concealed and not advertise they have them.
- P.E.D.s which are found in the school and whose owner cannot be located should be handed to the Principal or the front office of the school.
- The school accepts no responsibility for replacing lost, stolen or damaged P.E.D.s.
- The school accepts no responsibility for students who lost or have their P.E.D.s stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones by anyone other than the authorised user.
- Students must keep their passwords/pin numbers confidential.
- P.E.D.s and/or passwords should not be shared.