



## POLICIES AND PROCEDURES

<b>Policy Name</b>	<b>Mobile Phones and other Electronic Devices</b>
<b>Constructed /Reviewed by</b>	Executive/Clayton Utz
<b>Review</b>	<b>Last Review:</b> Oct 2012, Aug 2013, Oct 2015 <b>Next Review:</b> Oct 2017

### Statement of Context

- The acceptable use of a mobile phone or other electronic device is the responsibility of the student who brings the mobile phone or electronic device to School.
- From February 2012, the School has had in place the following programs:
  - a BYOD (Bring Your Own Device) Policy in Years 10-12 that permits the use of mobile devices owned by students. This includes smart phones, tablets, slates and laptops.
  - An iPad 1to1 program in Years 6-9.
- The provision of a personal mobile phone to students is the decision of parents and guardians and is not a school requirement.
- The School recognizes that there are times when a student may seek permission from a staff member to use a mobile phone or other electronic device to contact parents, such as to arrange a collection time after school.
- The School Reception remains the vital and most appropriate contact point for communication between parents and students at School during school hours

### Reference Points / Background Papers

[www.education.vic.gov.au](http://www.education.vic.gov.au) - School Policy and Advisory Guide

YVG Social Media and Networking Policy

YVG ICT Acceptable Use Policy

YVG BYOD Assessment Policy

### Aim

To provide clear guidelines to students, parents and staff regarding the safe and appropriate use of mobile phones and electronic devices by students at School and to ensure that mobile phone and electronic device usage does not cause disruption to the learning environment.

### Application

This policy applies to staff, students, contractors, visitors and volunteers of the School.

### Policy details

- Mobile phones and electronic devices should not be used in any manner or place that is disruptive to the normal routine of the School
- Students should display courtesy, consideration and respect for others when using a mobile phone or electronic device
- The storage and use of a mobile phone or electronic device at School is at the owner's risk



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- The School cannot accept responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone or electronic device used at school or whilst a student is travelling to or from school
- Students will be able to access the School's WiFi for internet and email access as required. Inappropriate use of the School's WiFi as described in the School's ICT Acceptable Use policies is not permitted.
- Devices brought to school are done so at the student's own risk and the IT department will not be able to assist them with any problems, including the need to re-charge the device
- Students are advised to secure their mobile phones or electronic devices in their lockers during the day
- Students are not permitted to take mobile phones or other electronic devices to examinations unless otherwise advised
- Mobile phone cameras and cameras on other electronic devices (still and video) are not to be used anywhere a normal camera would be considered inappropriate. This includes change rooms, the gym, toilets and swimming pool
- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends menacing, offensive, harassing or threatening messages and / or images to other individuals. It is highly recommended that students use confidential passwords or pin numbers on their mobile phones and electronic devices to ensure that there is no unauthorized use by another individual. These passwords or pin numbers should not be shared. Showing of films, video or other inappropriate material to other students on personal devices not connected to our school network whilst on school property or during school sanctioned events will also be treated as a serious breach of this policy and sanctions will be imposed
- These guidelines are applicable to excursions, camps and off-site activities unless other advice is given.

### Implications for Practice

- Any student who is feeling unwell at School and needs to go home **should** arrange this through the Health Centre and not via a personal mobile phone or electronic device
- Students who leave school during the day are to be signed out following accepted procedure and with the appropriate permission from the School
- Students who find a misplaced mobile phone or electronic device should take it to the School Reception
- Any student found using a mobile phone or electronic device or in an inappropriate manner (bullying, harassing, intimidating) or in breach of these guidelines may result in the mobile phone or electronic device being confiscated by the Head of School and privileges restricted or withdrawn, or having other appropriate action taken