

ELECTRONIC DEVICES POLICY

MOBILE PHONES

As per the Department of Education Policy, the use of mobile phones or other electronic devices for communication is not permitted in public schools unless for a medical reason (refer to “Request for Exemption to Student Mobile Phone Ban” application form) or teacher directed educational purpose (only in Years 11 and 12).

It is important to note that it is not a requirement at Leeming Senior High School for students to have a mobile phone at school.

Leeming Senior High School has duty of care for all students when they are attending the school. In emergencies, where students need to get in contact with Parents/Carers, students are to report to Student Services or Administration (if Student Services is unattended). In order to fulfil our Duty of Care to students, a member of staff must speak with a Parent/Carer regarding sick or injured students prior to leaving school. If Parents/Carers need to contact their children, they are asked to contact the school directly on 9237 6800.

If any headphones/earphones and electronic devices are brought onto the school grounds ***they must be turned off and not be visible at any time during classes.*** Please note that the security of these items is the student’s responsibility. **The school takes no responsibility for the recovery of these items if they are lost or stolen.**

- Mobile phones need to be switched off and stored away before entering the school grounds.
- Year 11 and 12 teachers may allow students to use a mobile phone in the classroom under specific circumstances. Only then, and under direct supervision and instruction from a teacher is the use of a mobile phone allowed.
- Mobile phones are not to be used to record, distribute, display or upload inappropriate images or videos of students, staff or parents at any time. Any breach of this rule will result in a suspension.

Please refer to the Mobile Phones in School Policy for full policy details.

LAPTOPS/IPADS/TABLETS/SCHOOL DEVICES

These devices are workplace devices and are to be used in an appropriate manner. Accessing any website or social networking sites for any non-curricular purpose is not permitted.

- They can be removed from a student if conditions of use are breached.
- They are only to be used for activities directly related to the Learning Area curriculum and used only when directed by the classroom teacher.
- They are not to be used to record, distribute, display or upload images or videos of staff, students, or parents **on school premises** unless this is part of an activity supervised by a teacher or other staff member. Any breach of this rule will result in suspension.
- They are not to be used to record, distribute, display or upload inappropriate images or videos of staff, students or parents **at any time**.
- BYOD devices are permitted for education use under the direction of teachers for all classes and at recess and lunch **ONLY** in the designated BYOD precinct (the area bordered by the Administration, Student Services, English and Hospitality buildings and the Library).

VPN, VPS Services

Bypassing our security filters is strictly prohibited and puts your device and the school network at risk. If detected, your personal device will be blocked from the network. You will need to visit IT Support staff in the Library to have access restored. Repeated offences could result in suspension.

Any breach of these rules will result in suspension.

The school, through its Duty of Care, can look at and download the contents of mobile phones and other recording devices confiscated or in the possession of students, for material that is in breach of school rules or content that is inappropriate. This includes laptops, CDs, DVDs, USBs and the like.

Any students found to be involved in recording, distributing or uploading INAPPROPRIATE images or videos of students, parents or staff at any time will be suspended.

Consequences for Breach of the Electronic Devices Policy

First Offence

- The device will be confiscated by the teacher and passed onto a **Head of Learning Area** at the end of the lesson. The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member, then the incident must be referred to Student Services Manager.
- The incident will be entered into Chronicle.

Second Offence

- The device will be confiscated by the teacher and passed onto a **Student Services Manager** at the end of the lesson. The device may be collected by the student at the end of the school day, except where the breach of rules has seriously affected another student or staff member.
- Parent contact will be made.
- Device privileges will be withdrawn for the next day; if the device is brought to school it must be lodged with the Student Services Manager before Period 1 and picked up at the end of the day.
- The incident will be entered into Compass.

Third Offence

- The device will be confiscated by the teacher and passed onto a **Deputy Principal** at the end of the lesson. **It will need to be collected by a parent.**
- An "intention to suspend" will be put in place.
- The incident will be entered into Chronicle.
- The student will have a loss of phone privilege for 5 weeks.