Wantirna South Primary School
Electronic Devices Policy

Rationale

Wantirna South Primary School is committed to an improvement strategy that provides students with access to modern learning tools and a challenging curriculum to achieve 21st Century learning skills. At the heart of this challenge is access to technology so that students are learning anywhere anytime. The electronic Devices Policy sets the standards of behaviour for the responsible use of electronic devices and social media that is consistent with the broader values and expectations.

Definitions:
Electronic devices – refers to all portable electronic devices including but not limited to; computers including laptops, notebooks, tablets, iPads, Mac Books, mobile phones, MP3 players and iPods.

Aims:

The *Electronic Devices Policy* is based on the following principles that must be adhered to by all those responsible for the implementation of the policy and to all those whom this policy applies.
• The Information Communication Technology (ICT) resources are provided to students and staff to support the teaching, research and administrative functions of the school;
• Authorised school users are granted access to school resources and networks on the basis that their use of ICT resources will be appropriate, ethical and lawful at all times;
• Authorised school users are required to observe DoE, WSPS policy and Australian and other laws which may apply;
• School ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender or any other attribute prescribed under anti-discrimination legislation;

The school's responsible use policy applies to all electronic devices used within the school facilities.

Implementation
Responsible use of electronic devices means:
• That students are expected to respect the rights and confidentiality of others
• Students will be aware of the potential for cyber bullying;
• Students will be aware of their own digital profile and will respect the privacy and the safety of others around them;
• Students and staff will keep all passwords private;
• That electronic devices will be used to enhance learning opportunities in class and will not be taken on excursion or camps;
• Support the well-being of students and staff in a respectful manner by using the electronic devices and the internet only for positive purposes;
• Students will only use supporting software and apps in classroom activities under teacher supervision;
• Students will handle school equipment safely and carefully to avoid damage beyond fair wear and tear;
• Students and staff will report any attempt to bypass security, monitoring and filtering that the school has in place;
• Students will at all times act responsibly and appropriately in line with the ICT Agreement.
• Students will hand in personal mobile phones at the office upon arriving at school. Students will be responsible for collecting the personal mobile phone prior to leaving school at the end of the day.
• The School will not be responsible for personal devices (phones, tablets, etc) bought to school that are not authorised. The Department does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.

STAFF EXPECTATIONS

• All staff, both permanent and casual should model appropriate and professional behaviour and should not be on devices in class or in the playground. This sends a message to students about double standards.

• Staff members will ensure mobile phones are switched off or to silent during class time and not used during teaching time.

• Staff will be expected to have regular discussions with students about cyber safety and responsible usage of electronic devices in the classroom. Discussions with students will focus on caring for and respecting others;

• All teachers will establish classroom protocols to ensure that students will engage with technology responsibly to maximise the potential for learning;

• If a student is found using an electronic device inappropriately during the school day, staff member will engage the guidelines set out in the ICT acceptable agreement document.

Other Policies

This Policy has been developed in accordance with the Department of Education's Professional Development Advisory Guide.

http://www.education.vic.gov.au/school/teachers/profdev/Pages/default.aspx

Evaluation

This Policy will be reviewed as part of a five year cycle or as directed by School Council. Review date: May, 2017.

This Policy was ratified by School Council in May 2012