



## DIGITAL DEVICE POLICY

### Rationale:

- Phones, Tablets, Notebooks, Smart Watches, and other devices that have the capacity to interact digitally to transfer data, images and sound are an integral part of modern society. However, they can be: improperly used, lost, stolen or damaged and must therefore be effectively managed.
- In this policy a classroom is defined as 'any place where directed learning or educational activity is occurring'. This includes general classrooms, specialist classrooms, the school library, sport and PE classes, sporting venues away from school, industry visits, swimming/sports carnivals, camp activities and excursions.

### Aims:

- To utilise the benefits of the technology.
- To ensure responsible use of the technology.
- To protect staff and students' privacy and confidentiality.
- To protect the image of the school.

### Responsibility:

- The procedures in this policy applying to the use of mobile phones apply equally to the use of tablets, laptops, smart watches, portable computer games, iPods.
- All students bringing a device to school have a responsibility to follow this policy. All staff have a responsibility to follow this policy consistently in all areas.
- Students and parents should be aware that mobile phones/devices are brought to school at their own risk. The owner of the phone/device has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school. The school will not accept any responsibility for loss or damage to a student device.
- The owner of the phone/device is responsible if someone accesses the content in their phone without permission.

### Action for inappropriate use:

If students are in possession of a mobile phone, the Principal or delegate has the right to take action. Depending on the circumstances action may include:

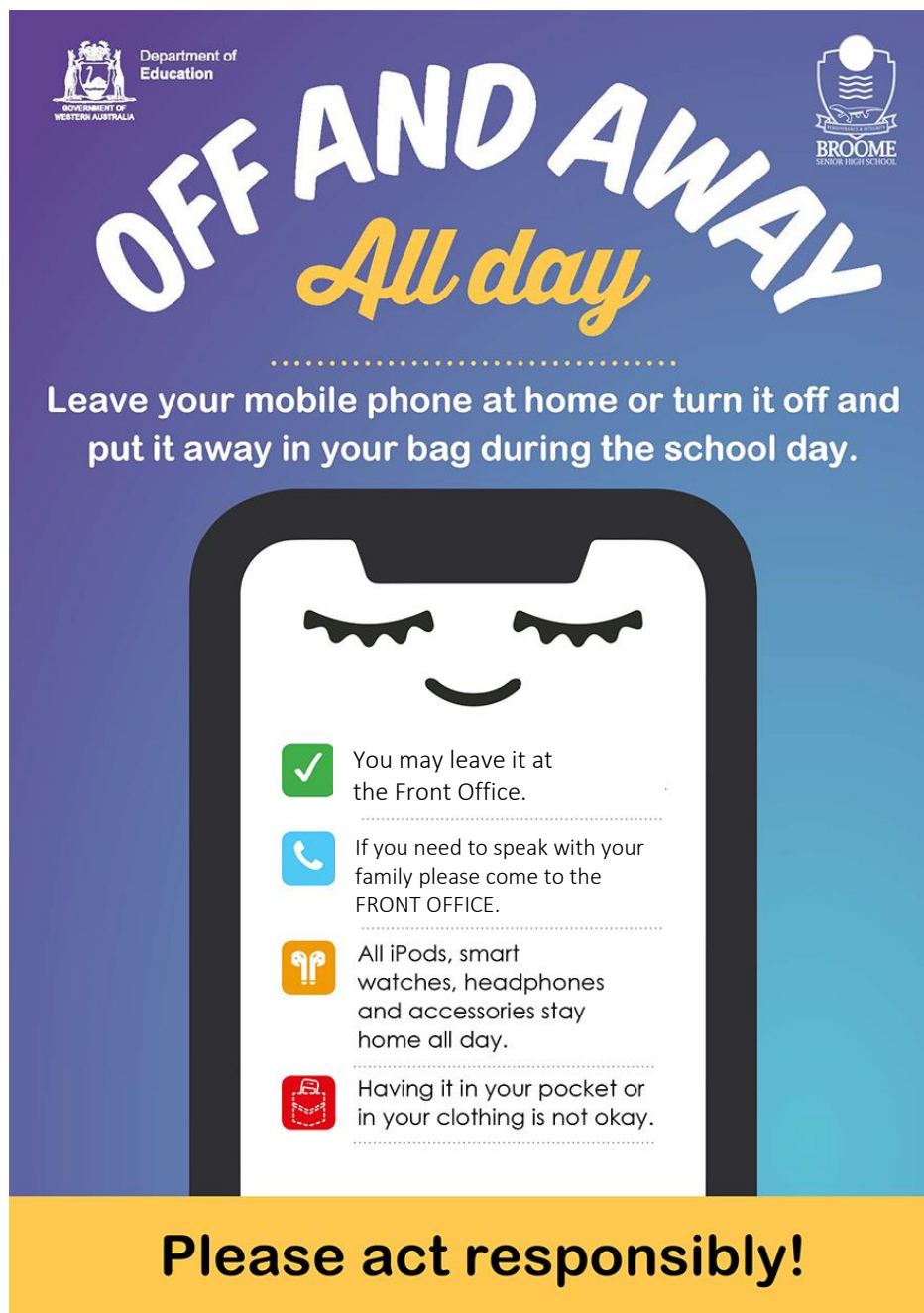
- Confiscating mobile phones/devices from individual students
- Requiring students to hand in their mobile phones to designated school staff at the beginning of the school day for collection when students go home
- Applying student disciplinary provisions
- Reporting the matter to the police.

Phones and other devices will be immediately confiscated if they are used illegally, or if the breach is of a serious nature.

**Regulation 70** gives the Principal the power to prohibit and regulate things.

**Regulation 71** gives teaching staff the right to confiscate property that appears to be in students' possession if it is likely to disrupt the good order of the school's premises. If a person other than the Principal takes the property from the student, the person is to deliver it to the Principal.

Repeated refusals will be considered as consistent disobedience and a suspension may result under the Student Behaviour Management and Discipline Policy issued by the Department of Education and school processes.



## **THIS FORM MUST BE RETURNED TO THE FRONT OFFICE WHEN COMPLETED**

### **HARVEY SHS DIGITAL DEVICE POLICY**

#### **Parent/Guardian Permission:**

I have read and understand the above information about appropriate use of digital devices at Harvey Senior High School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist to identify a phone, should the need arise (e.g. if lost or if the phone is being used inappropriately).

I give my child permission to carry a digital device to school and understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

|                                      |
|--------------------------------------|
| <b>Parent/Carer Name/s</b>           |
| <b>Parent/Carer Signature/s</b>      |
| <b>Student Name</b>                  |
| <b>Student Signature</b>             |
| <b>Student's Mobile Phone Number</b> |
| <b>Year Deputy</b>                   |
| <b>Signature</b>                     |
| <b>Date</b>                          |