



# **ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY**



# **Acceptable Use of Personal Electronic Devices Policy 2020**

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<b>Purpose:</b>	The purpose of this policy is to manage the appropriate use of personal electronic devices by students at school	
<b>Scope:</b>	Students and parents	
<b>Status:</b>	Approved	<b>Supersedes:</b> Policy dated April 2019
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> April 2020
<b>References:</b>	<ul style="list-style-type: none"> <li>● Wisdom College Acceptable Use of ICT Services Policy</li> <li>● Wisdom College Student Bullying Policy</li> <li>● Wisdom College Student Reporting and Response Procedures</li> <li>● Wisdom College Positive Behaviour Support Policy</li> <li>● Wisdom College Discipline Policy</li> <li>● Wisdom College Academic Code of Conduct</li> <li>● Wisdom College Student Code of Conduct</li> <li>● Wisdom College Privacy Policy</li> </ul>	
<b>Review Date:</b>	Biennial	<b>Next Review Date:</b> April 2022
<b>Policy Owner:</b>	School Governing Body	<b>Version: 2.0 Dated:</b> April 2020

### Policy Statement

Wisdom College is committed to the fair and safe management of privately owned student electronic devices so that the benefits of this technology can be enjoyed by students.

Wisdom College requires students to display courtesy, consideration and respect for others whenever they are using an electronic device. The use of electronic devices must not disrupt others or the normal routine or running of the school.

This Policy applies to the management of all types of electronic devices, including mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, as defined below.

This Policy also applies on the school premises, as well during school activities, such as excursions, camps and extra-curricular activities.

At Wisdom College “acceptable use” of electronic devices includes the following:

- Students are required to switch electronic devices off or on to silent mode, and put them out of sight during class, unless expressly permitted otherwise by school staff. Students given permission to utilise an electronic device for educational purposes at the College must see the Wisdom College Acceptable Use of ICT Services Policy.
- Students may only use electronic devices before and after unless expressly permitted to do otherwise by school staff.
- Students must not take electronic devices into exams, tests or other student assessments, unless expressly permitted by school staff. Any breaches will be dealt with under the Wisdom College Code of Conduct. Students given permission to utilise an electronic device during an exam, test or assessment at Wisdom College must be aware of the Wisdom College Acceptable Use of ICT Services Policy.
- Students must not use electronic devices with a camera in any place where a camera would normally be considered inappropriate. This includes in change rooms and toilets or any situation which may cause embarrassment or discomfort to others.
- Students must not invade the privacy of other students or employees of the school by recording (either via photo, video or voice recording) personal conversations or activities without express permission. Any recordings must not be distributed (for example, posting it on a website) without express permission. Any such recording or distribution must be done after consent of the relevant person(s) has been expressly and directly gained. Any such recording or distributing without

permission will be subject to action under the Wisdom College Discipline Policy and to potential police investigation.

- Students must not use an electronic device to bully or cyberbully other students or school employees. Any such behaviour will be subject to action under the Wisdom College Student Bullying Policy and to potential police investigation.
- Students are reminded that it is a criminal offence to use an electronic device to menace, harass or offend another person and that calls, text messages and emails can be traced.
- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.
- Students should store electronic devices safely and securely. Wisdom College accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Students should only give their phone number out to close friends and family.
- Any breaches of this Policy must be reported by students to a School Coordinator/Principal as appropriate.

### Definitions

**Personal electronic device** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students.

**Recording** – includes taking photos, videos and voice recordings

### Responsibilities

#### School

Wisdom College acknowledges its responsibility to:

- Develop and implement this Policy to ensure that the use of electronic devices by students does not disrupt others or the normal routine or running of the school.
- Communicate this Policy to students, parents and employees.
- Keep appropriate records, monitor and report on any issues related to inappropriate electronic device use by students.
- Encourage students, parents and employees to contribute to a healthy school culture.

#### Staff

At Wisdom College, employees have a responsibility to:

Uphold the school's Policy on this issue.

- Take reasonable steps to prevent and also respond appropriately to any instances of inappropriate use by students of electronic devices.

#### Parent

At Wisdom College, parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her electronic devices to school.

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- Contact only the Wisdom College front office in cases of emergency. This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create greater risk for students.

### **Student**

At Wisdom College, students have a responsibility to:

- Uphold the school's Policy on this issue.
- Not engage in conduct prohibited by this Policy or that otherwise disrupts others or the normal routine or running of the school.
- Report any breaches of this Policy to a School Coordinator or Principal.

### **Implementation**

Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal. Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal.

Students who infringe the guidelines and rules set out in this Acceptable Use Policy could face having their mobile devices confiscated by teachers. The mobile device would be taken to a secure place within the College and the student's parent informed. Appropriate arrangements would then be made for the parents to collect the mobile device.

Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile device to school.

Failure to heed the rules set out in this Acceptable Use Policy may result in an alleged serious incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.