Tea Tree Gully Primary School

MOBILE TELEPHONE, TABLET (ipad), LAPTOP AND ELECTRONIC DEVICES POLICY

The following policy applies to all school personnel, visitors, volunteers and contractors and is based on a set of values shared by teaching staff and the Governing Council.

Rationale
The use of telecommunications technology has now become the norm rather than the exception for many of our families. Students, parents and teachers are accessing this facility in increasing numbers. Our core business of teaching and learning often involves the use of computers, tablets and the internet. At the same time learning needs to be conducted in an environment free from unnecessary distraction or disruption. Access to computers is currently provided at school. Older students are permitted to bring tablets to school for educational purposes, as long as this has previously been arranged with the class teacher and is done within this policy. The school discourages the bringing of Mobile Telephones and other electronic hand devices to school by students but we accept there are times when it might be deemed important. We are therefore prepared to allow them on the premises only within the parameters of this policy and only when it is deemed necessary by parents and class teachers.

Expectations
Students
- Tablets, Laptops, Mobile telephones and other electronic hand devices are brought to school entirely at the owner’s risk. The school will not be involved in disputes and/or investigations over damage, loss or theft. Any damage or loss must be covered by the owner’s family.
- Students are not to have mobile phones and electronic hand devices in their possession during school hours. Their phones and devices need to be handed to the class teacher at the beginning of the day and collected by the students at the end of the day. Phones and devices will be secured in a lockable compartment.
- Tablets or laptops will also be handed to the class teacher at the beginning of the day and only used at identified times with the teacher’s permission. Electronic devices are not to be used in the yard at recess or lunch time.
- Students must sign the school internet agreement before using the internet on any devices at school.

Parents are not to contact students by mobile phone during school hours (8.45am-3.15pm). If parents need to urgently contact a student they should follow normal procedure and contact the school who will then contact and support the student as necessary.

If these procedures have not been followed, the phone, tablet or laptop will be confiscated from the student and the parent will be asked to collect if from the school office.

Wi-Fi
Students and staff may access the school Wi-Fi using the accepted school procedures and their school username and password. This enables students to access the internet within the normal school protections, which include a number of sites being blocked by DECD. (3G and 4G are NOT to be used as a method of accessing the internet by students, as this bypasses the DECD protections). Staff and students using the Tea Tree Gully Primary School Wi-Fi must sign the school internet use agreement and keep their username and password safe (not sharing it with anyone). Usage will be monitored by the school.

Staff
- Personal mobile telephones, tablets, laptops and other electronic devices are brought to school at the owner’s risk. Neither the school nor DECD can accept responsibility for any loss or damage, nor for investigating such.

j:common:policies:electronic devices policy
Personal mobile phones are to be switched to mute or discrete in class and during scheduled school meetings.

Teaching and support staff have access to school mobile phones when required for excursions, camps and oval duty.

Staff members are encouraged to access the school Wi-Fi using the accepted school procedures and their school username and password.

Staff members are encouraged to use the school laptops and ipads, borrowing these out using the library system and following the Staff iPad / Laptop Agreement. Laptops and ipads may be taken home for staff use as long as they are covered by the staff member’s personal contents insurance (or cash replacement) while not on school grounds.

**Parents, visitors and contractors**

All users are to switch their phones to mute or discrete when in public areas, including meetings, interviews and classrooms.

All parents and visitors are to take and make mobile calls outside teaching and learning areas.

Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances.

This policy is due for review 12 months from the date of issue.

Date issued: 28/1/14