

HORIZONS COLLEGE – POLICY & PROCEDURE

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY



Purpose: The purpose of this policy is to manage the appropriate use of personal electronic devices or devices on Electronic Device Loan Agreements by students at school and/or off campus

Scope: Students and parents

- References:**
- Horizons College Acceptable Use of ICT Services Policy
 - Horizons College Student Bullying Policy
 - Horizons College Positive Behaviour Support Policy
 - Horizons College Privacy Policy
 - Horizons College Complaints and Incidents Register

Policy Name:	Acceptable Use of Personal Electronic Devices Policy	Version 202206_01	
Policy Type:	School Operations		
Supersedes:	Acceptable Use of Personal Electronic Devices Policy – Version 202006_01		
Authorised by:	Principal	Date of Authorisation:	June 2022
Review Date:	Every 2 Years	Next Review Date:	June 2024
Policy Owner:	Principal		

Note: Policy types marked with asterisks as follows are:

* published on school website

** only mandatory for schools incorporated through the *Corporations Act 2001* (Cth)



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Policy

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

Horizons 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, extra-curricular activities and for school-owned devices on an Electronic Loan Agreement to be utilised off-campus.

Horizons College has a no mobile phone policy. Students are NOT permitted to access their mobile phones during school hours. All mobile phones must be handed to staff on arrival and collected when leaving the college.

It is expected that parents/carers work in partnership with the school to ensure this policy is adhered to. Parents/carers need to be aware and supportive of the fact that students would not be expected to receive and/or make calls or text messages during school time. The first point of contact for students is the school Administration office. In case of emergency, the school Administration office is the point of contact. This will ensure your child is assisted in an appropriate and timely manner.

Some personal electronic devices as mentioned above, may be accessed by students to use during school hours. Access to these devices will be at the discretion of the Principal. Devices must not have access to the internet and must be switched to aeroplane mode.

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

- Students are required to hand in mobile phones to relevant staff upon entry to the school. Phones can be collected at the end of the school day. Students are not permitted to have phones on their person whilst at school.
- Students may only use electronic devices, other than mobile phones, before and after school, 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.
- 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 suspension or exclusion from the College 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 Horizons 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.



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- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.
- Students should store electronic devices safely and securely. Horizons 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 are encouraged to hand in their personal electronic devices, other than mobile phones, to staff at Student Services for safe-keeping during class times.
- Students should only give their phone number out to close friends and family.
- Any breaches of this Policy must be reported by students to the Principal.

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 Responsibilities

Horizons 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.

Employee Responsibilities

At Horizons 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 Responsibilities

At Horizons College parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings their electronic devices to school or borrows a device on an Electronic Device Loan Agreement.
- Contact only the Horizons College Administration Office in case of an 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 Responsibilities

At Horizons College students have a responsibility to:

- Uphold the school's Policy on this issue.



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- 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 the Principal.

Implementation

Horizons College will inform staff of this Policy at staff inductions, team meetings and at professional development and training days. This Policy is available to staff on the College intranet and website.

Horizons College will inform students and parents/carers of this Policy at student enrolment interviews, school assemblies and via school newsletters. This Policy is available on the College website.

Compliance and Monitoring

Inappropriate use by students of personal electronic devices will be recorded in individual student files on TASS and in the Complaints and Incidents Register. Horizons College will report on inappropriate use to its community via school assemblies, school newsletters, correspondence to parents/carers and in staff meetings.

This policy will be regularly reviewed and updated as required. Any approved changes will be communicated to students/parents and the wider school community via one of the school's communication avenues. This could include a formal letter home, an article within the school newsletter, via the school's social media channels or the school website. A full review of this policy will be held every two years.