

# Communication & Electronic Devices Policy

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## 1. Rationale

- 1.1. **Definition:** For the purpose of this document the phrase *electronic device* refers to a device whose purpose includes one or more of the following:
  - 1.1.1. communication
  - 1.1.2. games
  - 1.1.3. Internet access
  - 1.1.4. music playback
- 1.2. **Definition:** For the purpose of this document the phrase *electronic communication device* refers to any electronic equipment that contains the facility to communicate wirelessly with another device.
- 1.3. Electronic communication devices are important communication tools, helpful in providing a safe and effective school environment, and providing access to the world's information. However, they can be improperly used, lost or damaged and must therefore be effectively managed.
- 1.4. Modern electronic devices are multifunctional. These devices are used by many students for learning activities.
- 1.5. Teachers have a right to teach and students have a right to learn in a safe environment. Hence, students must learn the correct etiquette and the safe use for these devices.

## 2. Implementation

- 2.1. The school does not accept responsibility for lost or damaged student electronic devices.
- 2.2. Student's electronic devices must:
  - 2.2.1. Be voluntarily surrendered by turning them off and placing them in the secured container, provided by the school, upon entering the classroom. These will be inaccessible for the duration of the lesson.
  - 2.2.2. Not be used during class time (inside or outside), meetings, assemblies or similar organised activities unless prior permission is given by the teacher in charge.
  - 2.2.3. Be placed in the secured container when students leave the classroom during lesson time.
- 2.3. Electronic devices and students using them must not cause disruptions to classes or individuals, and must not impede a teacher's right to teach effectively or impede other students from learning effectively.
- 2.4. Electronic devices and the students using them must not degrade the safe working environment of the school.
- 2.5. The school reserves the right to prohibit students from bringing electronic devices into certain spaces or during certain activities.
- 2.6. Misuse of the device
  - 2.6.1. The school's behaviour management policy (including contact with SAPOL, as appropriate) will be used if students misuse electronic devices at school, impede a teacher's right to teach effectively, impede other students from learning effectively, or threaten the wellbeing of other students or staff.
  - 2.6.2. Students who receive two or more Timeout consequences for electronic device infringements.
    - 2.6.2.1. The Principal, or delegate, will revoke the student's privilege to bring the electronic device to school for a period of time. The period will be at the discretion of the Principal, or delegate.

- 2.6.2.2. They will inform the parent that the student is not allowed to bring the electronic device to school for the banned period.
- 2.6.2.3. The device will be confiscated (see below) by the Principal, or delegate for the rest of that day.
- 2.6.3. If the device is brought to school during the banned time then the Principal, or delegate will confiscate the device.
- 2.7. The Principal, or their delegate, may revoke a student's privilege of bringing or using electronic devices whilst at school.
- 2.8. Electronic devices owned by students and staff are brought to school **at their own risk**.

### 3. Confiscation Process

- 3.1. The device must be placed into a sealed package while in sight of the student. The seal must be signed by the Principal, or delegate and, if possible, by the student.
- 3.2. The sealed package must be labelled with the:
  - 3.2.1. student's name
  - 3.2.2. Principal or delegate's name
  - 3.2.3. Date and time
- 3.3. The Principal or delegate and student, must deposit the sealed package with the front office staff who will store it in the safe.
- 3.4. Collection of the device by the student
  - 3.4.1. The student may collect the sealed package at the end of the day.
  - 3.4.2. If not collected then the Principal, or their delegate, must check the seal and sign off the deposit in the locked safe. The student may collect the sealed package at the end of the next school day.

### 4. Version Control

- 4.1. Version Number: 2017.01
- 4.2. Voted on and passed by:
  - 4.2.1. Staff 7<sup>th</sup> December, 2017
  - 4.2.2. Governing Council 13<sup>th</sup> March 2018