



Achieving excellence together

Responsible Use of Electronic Device Policy

It is understood that for communications and safety reasons, parents/guardians may provide their children with a mobile phone. Furthermore, the school recognises that they may also provide their children with an iPad or a similar type of technology. We, therefore, need to be specific about what we mean by responsible use of electronic devices. Cecil Andrews College expectations are:

1. Students **are allowed** to use their phones and other electronic devices **before and after school**, whether this is for calls, texts, internet or as iPods. **Students are not to use their devices as cameras for photos or videos.**
2. Students **are not allowed to use**, nor have mobile phones or any electronic device **turned on during class time, recess and lunch** unless **under teacher direction**.
3. **If a student is using his/her electronic device (including mobile phones) in class time** and has not been specifically allowed to by the teacher in charge of the class, then they must **hand it in to the teacher** when requested to, without question. In this circumstance, the device is handed by the teacher to the Front Office, the student name will be logged and the device can be collected by the student at the end of the day. Three instances of this for an individual student will result in the student being required to hand their device in daily to the Front Office for a specified number of school days. Parents/Guardians will be notified via telephone call and/or letter. Students will be required to sign for their device in the device log at the end of each day. This will be the responsibility of the student. If subsequent offences occur, students will be placed in detention and continual non-compliance will result in suspension from school.
4. Refusal from the student regarding handing over their device, will mean that Behaviour Support strategies will be applied according to the school's Positive Behaviour Support Policy. All students should comply with **all requests** from **all staff members**.
5. Any student using any device inappropriately or without authorisation may be suspended.
6. It is not acceptable for students to access social media sites on their devices while at school.
7. Students **are not to charge** any electronic devices at school without teacher permission. Please note the school cannot provide security for this.
8. The use of electronic devices on excursions and camps is only permitted through staff direction. The teacher in charge will instruct students as to when they can use their electronic device. Mobile phones will predominantly be used for emergency communication and to be able to communicate with their parents/guardians and family members. The electronic device policy and associated consequences still apply in the event of student misuse.
9. Electronic devices are **brought to school at the owner's risk**; no liability will be accepted by the school in the event of loss, theft or damage of any device.
10. Emergency calls or urgent messages to or from students are handled from the Front Office or Student Services, and if necessary, relayed directly to the student.
11. It should be noted that it is a criminal offence to use technology to menace, harass or offend another person. As such, the school can consider it appropriate to involve the police.

Dear Parent/Guardian

RE: RESPONSIBLE USE OF ELECTRONIC DEVICE POLICY

The school recognises that electronic devices are an integral part of society and for many parents/guardians they serve as a tool to assist with organisation and safety of their child. As a result Cecil Andrews College has adopted a responsible use approach towards electronic device use at school.

This means that students are permitted to use their electronic devices for appropriate reasons before and after school. Students are not allowed to use electronic devices during school hours unless specifically allowed by a teacher.

Your child _____ has used their electronic device _____ during school hours and as a consequence will need to hand their device to the front office during school hours for _____ days.

If you would like to discuss this matter further please do not hesitate to contact me via telephone on 9234 3400.

Yours sincerely,



Achieving excellence together