

COLLEGE MANAGEMENT OF PERSONAL ELECTRONIC DEVICES

1 RATIONALE

- a) Modern portable digital technology is used frequently for socially unacceptable purposes and to the detriment of students' educational activities. Such uses include, but are not limited to:
- Cyber-bullying.
 - Circulation of inappropriate and offensive images and/or information.
 - Obtaining images of other students without the permission of the student or his/her parents.
 - Not participating in learning tasks, distracting other students or causing disruption to lessons by:
 - i Listening to music or viewing images
 - ii Making phone calls or sending messages
 - Using the medium to "cheat" in assessment tasks such as examinations and tests
 - Making arrangements with people who are off campus that may be contrary to the interests of the student or contravene instructions from the student's parents
 - Gaining access to web sites
 - i that may place the student in personal physical, emotional or moral danger while under supervision of college staff members, who are required to exercise a duty of care
 - ii that are not of educational benefit, thus creating a distraction from learning in class time
- b) It is impossible for College staff members to ensure students will use their personal electronic devices in an appropriate manner. Therefore, the college must manage student access to such devices for the benefit of the student as well as all other members of the College community.

2 POLICY

Personal electronic devices – including items such as mobile phones, portable music players and digital cameras – are not to be in possession of students at any time during a College working day.

3 MANAGEMENT

a) Conduct

- Students must not bring personal electronic devices to the College
- Students needing to make an emergency contact during the college day must do so from a landline at the Administration office or from a staff office by arrangement with an Associate Principal.
- If *exceptional circumstances* do require a student **regularly** brings a personal electronic device to the college, the following conditions will apply:
 - i The Principal's approval must be requested in writing by a parent/caregiver and approval granted by the Principal
 - ii The Parent/Caregiver and the student must give a written undertaking that:
 - (i) devices will be handed in at the front office at the start of the college day for secure storage
 - (ii) the device will not be used or stored in classrooms or other areas designated for student use
 - (iii) sanctioned use of a mobile phone will occur in the presence of a college staff member by arrangement with a member of the college Executive or a Dean of House
 - (iv) stored devices will be retrieved by the student or parent/caregiver at the end of the day

b) Sanctions

- Any personal electronic device found in a student's *possession* by a staff member at any time during the working day will be confiscated and placed in safe keeping at the Administration office.
- Refusal to hand a confiscated personal electronic device to a staff member will be deemed an act of wilful disobedience and dealt with in accordance with the College's Student Behaviour Management Policy.
- A confiscated device must be redeemed *in person* by the student's *parent/caregiver* or by an **adult** representative nominated by the parent/caregiver.