



## 1.11 Acceptable Use of Personal Electronic Devices Policy

<b>Purpose:</b>	The purpose of this policy is to manage the appropriate use of personal electronic devices by students at school	
<b>Scope:</b>	Students and parents	
<b>Status:</b>	Draft/Approved	
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b>
<b>References:</b>	<ul style="list-style-type: none"><li>• <a href="#">Wadja Wadja High School Student Bullying Policy</a></li><li>• <a href="#">Wadja Wadja High School Positive Behaviour Support Policy</a></li><li>• <a href="#">Wadja Wadja High School Discipline Policy</a></li><li>• <a href="#">Wadja Wadja High School Student Code of Conduct</a></li><li>• <a href="#">Wadja Wadja High School Privacy Policy</a></li><li>• <a href="#">Wadja Wadja High School Student Handbook</a></li></ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> see below
<b>Policy Owner:</b>	School Governing Body	
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2022
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2023
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2024
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2025
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2026
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2027
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2028
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2029
<b>Review signature:</b>		<b>Reviewed Date:</b> June 2030



## Policy Statement

Wadja Wadja High School is committed to the fair and safe management of privately owned student electronic devices so that the benefits of this technology can be enjoyed by students.

Wadja Wadja High School 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 and extra-curricular activities.

At Wadja Wadja High School “acceptable use” of electronic devices includes the following:

- Students are required to switch electronic devices off or on to silent mode, and put them out of sight during class, unless expressly permitted otherwise by school staff. Students given permission to utilise an electronic device for educational purposes at Wadja Wadja High School.
- Students may only use electronic devices before and after school and during recess and lunch breaks, 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. Any breaches will be dealt with under the Wadja Wadja High School Student Code of Conduct policy. Students given permission to utilise an electronic device during an exam, test or assessment at Wadja Wadja High School must see the Wadja Wadja High School’s Acceptable Use of ICT Services Policy.
- 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 action under the Wadja Wadja High School’s Discipline Policy 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 Wadja Wadja High School’s 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.



# Wadja Wadja High School

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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. Wadja Wadja High School 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 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

Wadja Wadja High School 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 Wadja Wadja High School 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 Wadja Wadja High School parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy before the student brings his/her electronic devices to school.
- Contact only the Wadja Wadja High School front office in cases of 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.



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## Student Responsibilities

At Wadja Wadja High School students have a responsibility to:

- Uphold the school's Policy on this issue.
- 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

The school will ensure it is implementing processes relating to the use of personal electronic devices by staff, students and parents by auditing compliance with the processes annually.

## Compliance and Monitoring

Wadja Wadja High School is committed to the annual review of this policy.

In addition, Wadja Wadja High School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.