ST JOSEPH’S PRIMARY SCHOOL
ELECTRONIC DEVICES POLICY - Acceptable Use

This policy will be reviewed annually in consultation with staff, students and the wider community.

Last reviewed: May 2014

ST JOSEPH’S PRIMARY SCHOOL uses the intranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

It is the responsibility of students who utilise school electronic devices or who bring mobile phones and other devices onto school premises to adhere to the guidelines outlined in this document.

Desktop Computers and Laptops within the school
- Students found damaging or inappropriately using computers will be required to pay for damages and will have their access restricted.
- Unacceptable use includes vandalism, theft, damage of hardware, alteration of computer settings, downloading software or accessing inappropriate sites.
- Initial infringement will result in the student being denied access to all electronic devices for 2 weeks. A repeat infringement will result in loss of access to all electronic devices for the duration of the term or a minimum of 5 weeks. Notification will be sent home and a record kept.
- Serious infringements, such as accessing explicit material, cyberbullying, deliberate damage and/or explicit vandalism will result in more serious consequences being issued.

Electronic Devices and Mobile Phones
- **Years 5 & 6 - Bring Your Own Device** - Year 5 & 6 students will sign a BYOD Agreement for Acceptable Use at School each year. BYOD iPods, mobiles and other electronic devices may only be used within a classroom or during a school activity when required for educational purposes, and under the direction of a teacher. BYOD will be kept in the student’s desk throughout the school day. Students will keep their devices turned off and in their school bags before and after school.
- **Years K-4** - iPods, mobiles and other electronic devices, if brought to school, will be switched off on arrival at school and remain in the child’s bag. They may be switched on again once the student has exited the school grounds for the journey home.
- Students using a mobile phone or electronic device on school grounds without teacher consent will have it confiscated and will be issued with a spot time out. Students are required to collect the electronic device from the office after school. Should the student repeat the infringement parents will be asked to come to the school to collect the electronic device.
- The school accepts no responsibility for electronic devices that are lost, stolen or damaged whilst on school premises, travelling to or from school or on school sponsored functions.
- In order to reduce the risk of theft during school hours, students who carry mobile phones or electronic devices are advised to keep them well concealed and not “advertise” they have them.

Recording Devices
The use by students of any type of recording device in class, on school premises or at any school function is not permitted unless under direct teacher supervision.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within the St Joseph’s Primary School, Port Macquarie - Electronic Devices Policy. I understand that there are actions and consequences established within policies covering BYOD, Internet and Email use, Mobile Devices and Cyber-bullying if I do not behave appropriately.

**Student Agreement- Acceptable Use of Electronic Devices**

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<th>Student Name, please print</th>
<th>Student Signature</th>
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<th>Class</th>
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**Parent/Carer’s Permission**

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<th>Parent/Carer Name, please print</th>
<th>Parent/Carer Signature</th>
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