



Personal Portable Electronic Devices (PPED) Policy

PREAMBLE

1. This policy applies to devices NOT supplied by the school.
2. Portable electronic devices (PPED) include:
 - Computers, laptops, E. readers and tablet computers (such as iPads)
 - Smart phones (such as i.Phones)
 - Portable music and media players (such as iPods)
 - Handheld gaming devices (such as Nintendo DS)
 - Cameras (including devices which are not specifically cameras, such as a mobile phone, but may have a camera included)
 - Devices which can record sound and images including but not limited to cameras, iPads, dictaphones and mobile phones with this functionality
 - Storage devices such as USBs

RATIONALE

- As a communication and information gathering device, mobile phones and other Personal Portable Electronic Devices (PPED), when used appropriately, offer students, parents and staff many advantages in terms of ease of communication and a sense of personal safety. They also provide the user access to vast amounts of unmonitored and unfiltered information through the internet and applications. However, PPEDs have the capacity to have a negative impact on the learning environment and the safety and wellbeing of students, can easily be lost or damaged and can interfere with school operations.

AIMS

- To utilise the benefits of mobile phones and PPEDs whilst managing the problems they can potentially cause.
- To foster responsible and appropriate use of mobile phones and PPEDs in the school environment.
- To foster a safe and secure learning environment by developing shared understandings and expectations between staff, students and parents.

IMPLEMENTATION

- Staff in charge of all excursions and trips involving students must ensure their own mobile phones or similar appropriate communications devices accompany each trip.
- Staff will be kept informed of Department of Education and Training information relating to health effects of using mobile phones.
- Before any major school events, school will remind Parents to request permission of other parents of any other children to take the photo.
- School will request parents do not post images of children, other than their own, on social media.

Students

- The use of PPEDs form part of the eSmart policy and the Acceptable Use of Technology policy
- The Personal Portable Electronic Devices Policy also applies to students during school excursions and extra-curricular activities.

This policy ratified May 2016

- PPED are not to be taken on school camps, unless specific permission is given by the camp co-ordinator.
- The primary and preferred means of communication during the school day is via the school office which will pass on relevant messages to students.
- Students who bring PPEDS to school MUST hand them into the Office in the morning when they arrive at school, ready for collection at the end of the day.
- The school does not accept responsibility for lost or damaged student PPEDs. (Circular 038/2005 Personal Goods Brought to School at Owner's Own Risk).
- The above guidelines apply to school camps and excursions and communications will be primarily through the school office to ensure clarity and efficient relay of messages.
- Students misusing PPEDs at school or causing a nuisance will be brought to the attention of the Principal.
- The Principal may revoke a student's privilege of bringing PPEDs to school as a consequence of misuse.
- Students must display courtesy, consideration and respect for others when using PPED.
- Appropriate action will be taken against any student who photographs or films other individuals without their consent
- Any breaches of the Code of Conduct using PPEDs will result in appropriate actions as per breach of Acceptable Use Agreement

Parents

- Parents are to use the school office to relay messages to students or seek school operations information, e.g. sports updates, arrival of excursions
- Texting may be used if messages can be read outside school hours*
- At all official functions and during meetings, parents will be asked to switch off PPEDs or put on 'silent' or 'discreet' mode.
- Parents understand that the school and the Department of Education do not have insurance for such items.
- As Foster Primary School promotes the smart, safe and responsible use of digital technologies, Parents on excursions will use school provided PPED devices.
- Pre excursion meetings to include PPED policy

Staff

- Staff must display courtesy, consideration and respect for others when using PPED.
- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. Similarly the use of other electronic communication devices for personal reasons should not be used during instructional time.
- Except in urgent or exceptional situations, mobile phone use is not permitted during instructional time, while on playground duty and during meetings during official school hours. Permission by the Principal must be sought for such use.
- Staff will incorporate the ICT curriculum into the classroom which develops safe, smart and responsible use of technology

**for the purposes of this document school hours refers to the time when the student arrives at school to the time of departure from the school property at the end of the day*

RESOURCES

Resources: Victorian Government Schools Policy and Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

EVALUATION

- This policy will be reviewed annually.

This policy ratified May 2016