

Portable Digital Device Acceptable Use Policy

Portable digital devices include but are not limited to:

- Mobile phones
- iPods / iPads
- Mp3 players
- Personal digital assistants - PDAs
- Personal media devices including gaming machines
- Digital cameras
- Netbooks and laptops

Purpose

Portable digital devices have become an important and invaluable part of our modern lifestyle. The increased ownership of these devices requires that Paringa Park Primary School leadership, teachers, students and parents take steps to ensure that these devices are used appropriately within the school environment. With the use of this technology comes a whole set of issues relating to access rights, privacy and harassment as well as learning opportunities.

The major concerns relating to the use of portable digital devices in the school environment include:

- Disruption to the educational programs through the receipt and transmission of text messages as well as telephone ring tones;
- Privacy, child and data protection concerns relating to the ability of many devices to take photographs or record conversations in the ignorance of those being recorded, and then use and distribute inappropriately;
- Storage of unsuitable material on the device;
- Blue tooth connections can capture images and data from other devices;
- Devices can be used to access inappropriate websites;
- Loss and / or theft of devices;

Paringa Park PS aims to provide a happy, safe and stimulating learning environment for all students. The purpose of this policy is to ensure that this technology does not disrupt this learning environment and to clarify the responsibilities of staff and students.

Paringa Park PS has established the following the **Acceptable Use Policy for Portable Digital Devices** that provides teachers, students and parents guidelines and instructions for the appropriate use of such devices during school hours.

The Acceptable Use Policy for portable digital devices also applies to students during school excursions, camps and extra-curricula activities.

Rationale

Personal safety and security

Paringa Park PS accepts that parents give their children mobile phones to protect them from risks involving personal security and safety. Other portable digital devices are provided for purposes that involve entertainment, personal organisation and as a learning resource.

Responsibility

It is the responsibility of students who bring portable digital devices to school to adhere to the guidelines outlined in this document. The decision to provide a device to their child should be made by parents or guardians, and as such, parents should be aware if their child takes a device to school.

Acceptable Uses

Parents/Guardians are reminded that in cases of emergency, the school remains a vital and appropriate point of contact.

Mobile phones should be switched off at all times while the child is on school property.

During school hours:

- R-5 students – it is recommended that mobile phones and other portable devices are handed in at the Front Office
- 6/7 students – all portable devices need to be secured in schoolbags. If the student is concerned about loss, they can be handed in at the Front Office.

[Please read this policy in conjunction with the 2013 BYOD Agreement which requires signing by Teacher, Parent/Caregiver and Student.](#)

Mobile phones and other digital devices are not to be used during class unless the class teacher approves the use and the activity is deemed to enhance learning. Students are reminded to use low volume for short periods of time and not to share ear buds.

Theft or damage

- Students are required to mark all portable devices clearly with their names.
- In order to reduce the risk of theft during school hours, students who have portable digital devices at school are advised to keep them well concealed and not flaunt that they have them.

Paringa Park PS accepts no responsibility for replacing portable digital devices that are lost, stolen or damaged. It is strongly recommended that students use passwords / pin numbers to ensure that unauthorised access cannot be made. Students must keep their password / pin numbers confidential.

Unacceptable Uses

- All portable digital devices should be switched off and secured in school bags during the school day unless specified by the teacher.
- If devices are seen or used at any time other than that specified by the class teacher, the student will be required to take the device to the Front Office. (See sanctions below)
- Portable digital devices must not be used to take images in toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or the school community.

Should there be disruptions to lessons caused by a portable digital device, the responsible student will face disciplinary actions relevant to the severity of the offence

These sanctions are:

- Confiscation for the remainder of the day and verbal warning in the first instance
- Confiscation and parent notification on repeat occurrences
- Student required to leave the device at home for a specified period
- Student banned from bringing any portable digital device to school

Inappropriate conduct

- Any student who uses vulgar, derogatory or obscene language while using a portable digital device will face disciplinary action.
- It should be noted that it is a criminal offence to use a portable digital device to menace, harass or offend another person. Hence, students with mobile phones must not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking / sending photos or objectionable images, and phone calls.

Students, parents and staff need to be aware that under regulations 40 and 41 of the Education Regulations 1997, principals can suspend or exclude a student who acts in a manner that threatens the safety or well-being of a student or member of staff, or another person associated with the school. These regulations do not preclude an event that occurs outside of school hours or off site. Principals can therefore use these procedures with a student enrolled at their school if the principal believes, on reasonable grounds, that the student has acted in such a manner, even if this behaviour occurred outside of school hours or off site.