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Personal Electronic Devices Guidelines

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Contents

1. GUIDELINES STATEMENT AND PURPOSE	3
2. RATIONALE	3
3. SCOPE OF GUIDELINES	3
4. DEFINITIONS	3
5. RESPONSIBILITIES	3
6. RECOMMENDATIONS.....	4
7. ACCEPTABLE USES.....	4
7.1. Mobile Phones	4
7.2. Students	4
8. STAFF	5
8.1. Visitors.....	5
8.2. Entire GMAS community.....	6
9. BREACH.....	6
10. THEFT/DAMAGE	6
11. RELATED LEGISLATION.....	6
12. RELATED DOCUMENTS	6

1. GUIDELINES STATEMENT AND PURPOSE

These guidelines refer to the use of Personal Electronic Devices on site. This includes such devices as:

- Mobile Phones
- i-watches
- School Laptop Computers
- Digital cameras, and
- Other electronic devices such as portable game consoles and players which are prohibited at GMAS

2. RATIONALE

We recognise the benefits of current technology and the growing appropriate use of these devices within the school and the classroom. A mobile phone can be of some use as a protection from danger on the way to and from school or when normal travel arrangements break down. Staff, students and visitors are permitted to bring personal electronic devices (PEDs) to school, however, as they can easily be improperly used, lost or damaged they therefore must be effectively managed. Inappropriate use of Personal Electronic Devices could be contravening the Privacy Act, Copyright Act, Equal Opportunity Act, Censorship Act, Criminal Code or Cybercrime Act.

These Acts cover such aspects as sexual or racial harassment, bullying in general, possessing indecent material, showing offensive material to a person less than 16 years of age, unauthorised access to or infecting communication technology and disclosing personal information.

3. SCOPE OF GUIDELINES

These guidelines apply to all staff, students and visitors to GMAS

4. DEFINITIONS

GMAS/The school

Georgiana Molloy Anglican School

VPN/VPS

Virtual Private Network/Virtual Private Server. Allows someone to create a private internet connection within another network (e.g. GMAS) to allow anonymous internet usage

5. RESPONSIBILITIES

- It is the responsibility of students who bring mobile phones/electronic devices to school to abide by the guidelines outlined in this document

- It is the responsibility of the parent of students who bring mobile phones/electronic devices to school to abide by the guidelines outlined in this document
- The decision to provide a mobile phone/electronic device to their children should be made by parents and guardians
- Parents must be aware if their child takes a mobile phone/electronic device to school

6. RECOMMENDATIONS

- It is recommended that devices are not used at recess/lunch
- Mobile devices with earphones may cause damage to hearing, be a possible hazard as instructions may not be heard, and students may be isolated from their peers. As such we encourage students to refrain from having the volume up and using earphones during school time
- It is strongly advised that students use password/PINs to ensure that unauthorised transactions cannot be made on their devices. Students should keep their password/PINs confidential, in a privacy environment

7. ACCEPTABLE USES

7.1. Mobile Phones

We have an “out of sight, out of mind” mobile phone requirement for students (and staff). This means phones are not available during school hours without explicit permission from staff or management. This purpose is to encourage greater social interaction and communication. Other benefits include reducing distractibility, gaming and cyber bullying. This is in addition to current guidelines, as issued, without moving towards the concept of a total ban, which does not reflect the community standard or expectation.

7.2. Students

Can use PEDs:

- in emergency incidents necessitating rapid communication with Emergency Services and key GMAS staff
- for personal/professional use in circumstances as allowed by staff
- between the hours of 8.40am & 3.20pm with permission that has been granted by a staff member
- Staff may allow the use of PEDs for instructional activity. Senior School students can access PEDs during study times as directed by staff
- The use of a device and its embedded camera for both still and video photography may occur only with the express permission and supervision of the classroom teacher

for curriculum purposes. Internet access by devices may also only occur under the direction and supervision of the staff member for curriculum purposes

PEDs may be used:

- when travelling to and from school or on sporting trips, with the permission of staff
- when travelling to and from excursions, with the permission of staff
- in work directed learning where such devices are integral to the learning process
- during study periods and examination preparation times
- where a student has a demonstrated hearing impediment where medical advice supports use of the device

Are not to

- have the volume of a device at a level whereby someone near them can hear it or that directions cannot be easily heard
- have the PEDs in the classroom (when not directed by staff)
- have the PEDs at special community occasions such as Presentation Night, Valete or Foundation Day in examinations unless directed under Special Provisions
- be connected to any school computer, unless permission has been given by a staff member
- photograph or film other individuals without their consent; download and/or display inappropriate material including pornographic images; send harassing or threatening text messages (SMS) or multimedia messaging (MMS) messages or use a personal electronic devices to cheat during assessment. Such behaviour is considered to be a serious breach of school discipline and will be dealt with accordingly.
- use their personal electronic device to contact home and make arrangements to leave the school during school time. Any student who is feeling unwell at college must report to Student Services in the first instance.
- bypass our security filters by using a VPN/VPS via the GMAS network. This is strictly prohibited as it puts the School network at risk. If detected, the device may be blocked from the network.

8. STAFF

- PEDs are not to be switched on during teaching time or school meetings/functions unless for instructional teaching/learning purposes. (*Permission from Senior Management may be given in circumstances where deemed appropriate*)
All staff need to desist from having personal mobile phones switched on in work time.

8.1. Visitors

- PEDs are not to be switched on during teaching time or at school meetings/functions

- Abide by all the school's rules and regulations

8.2. Entire GMAS community

- Care should be taken when using a camera or camera feature. No photo or video should be taken without the permission of the person/s.

9. BREACH

- Students found breaking these conditions outlined can have their mobile device confiscated (secured in Student Services). It can be collected by the student at the end of the day
- If students break these conditions a second time they will be issued with a detention and possibly forfeit the right to have the device at GMAS
- Repeated infringements may result in further sanctions as outlined in the Behaviour Management Policy. Repeated infringements will deny the student use of the device on school grounds/at functions
- Serious breaches of a person's privacy or acts of bullying/cyberbullying by the misuse of a Personal Electronic Device and/or camera can lead to a student's enrolment being terminated, and relevant authorities such as the police notified.
- If inappropriate material is suspected of being on the device, students will be required to confirm or deny the allegations and parents will be notified as soon as practical. The device may be kept at school until parents can give guidance on the matter.

10. THEFT/DAMAGE

- The school accepts no responsibility for lost, damaged or stolen PEDs at school, or at school events/activities
- The school accepts no responsibility for students who lose their PEDs or have them stolen while travelling to or from school
- Damage to any school device will be invoiced as per insurance advice

11. RELATED LEGISLATION

[School Education Regulations 2000](#)

12. RELATED DOCUMENTS

[ASC Use of Electronic Facilities](#)

[Student Social Media Policy](#)