



Elwood Primary School No 3942

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Acceptable Use by Students of Personal Portable Electronic Devices (PPED)

PURPOSE

1. To provide teachers, students and parents with guidelines and instructions for the appropriate use of personal portable electronic devices (PPED) while students are at school (Appendix 1)
2. To ensure that potential issues (such as PPED etiquette) can be clearly identified and addressed, ensuring the benefits that PPED provide can continue to be enjoyed by students and parents.

GUIDELINES

1. The Elwood Primary School Network cannot, and is not, to be accessed by any PPED belonging to students and/or parents.
2. The school acknowledges that students have PPED for a variety of reasons at school from safety to educational purposes. This policy takes into account privacy and appropriate usage of the PPED which might be brought to school.
3. For the purposes of this policy – school hours are 8.45am to 3.45pm.
4. If PPED are brought to school, they are used at their owners' risk.
5. DET does not hold insurances for personal property brought to school and EPS is not responsible for any loss or damage to such property.

IMPLEMENTATION

1. The *Acceptable Use by Students of Personal Portable Electronic Devices* Policy also applies to students during school excursions and extra-curricular activities.
2. PPED are not to be taken on school camps, unless specific permission is given by the camp coordinator.
3. Devices with mobile internet connection capabilities must not be brought to school, with the exception of mobile phones and dedicated EReaders.
4. PPED such as a mobile phone may only be used before and after school hours, and in a manner or place that is not disruptive to the normal routine of the school. Students may only use mobile phones for communication with parents/guardians.
5. PPED must be switched off and out of sight during school hours with the exception of dedicated EReaders.
6. Students must display courtesy, consideration and respect for others when using PPED.
7. Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.
8. If a student is in breach of this policy, the PPED may be confiscated by the school during the school hours and returned to the student at the end of the school day.

RESOURCES

Victorian Government Schools Reference Guide 4.15

<http://www.eduweb.vic.gov.au/referenceguide/>

Internet Usage Policy

Viewing of Material by students through electronic media Policy

ICT Policy

Appendix 1

1. This policy applies to devices NOT supplied by the school.
2. Portable electronic devices (PPED) include:
 - Computers, laptops, Ereaders and tablet computers (such as iPads)
 - Mobile phones (including Smart 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/or images such as video cameras, dictaphones and mobile phones with this functionality.

Policy History

Version Approval Date:	Summary of changes:	Next Review:
October 2011	Amendments made, council approved	3 year cycle or as needed
February, March 2016	Amendments made by Sub Committee	3 year cycle or as needed