



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 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.
2. During school hours, communications between students and parents is managed by the school and not directly between students and their parents.
3. For the purposes of this policy – school hours are 8.45am to 3.45pm on weekdays during term.
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 and communication capabilities must not be brought to school, with the exception of mobile phones/smart phones and dedicated EReaders and provided that their use during school hours is in accordance with this policy.
4. Communications using a student's PPED such as a mobile phone / smart watch, including communications with parents, may only be made before and after school hours, and in a manner or place that is not disruptive to the normal routine of the school.
5. With the exception of dedicated EReaders, PPED must be:
 - (a) switched off and out of sight; or
 - (b) switched to "school mode" or "flight mode",during school hours.
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 inappropriate messages via PPED, including harassing or threatening messages.
8. If a student is in breach of this policy, that student's PPED may be confiscated by the school during 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

Appendix 1

1. This policy applies to PPED NOT supplied by the school.
2. The Elwood Primary School Network cannot, and is not, to be accessed by any PPED belonging to students and/or parents.
3. Portable electronic devices (PPED) include:
 - Computers, laptops, Ereaders and tablet computers (such as iPads)
 - Mobile phones
 - Smart watches and other wearable communication devices
 - 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
August 2019	Amendments made by Sub Committee	3 year cycle or as needed