YOS Independent School
Lawnton and Goodna Campuses
(A Queensland Non-State Independent School)

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES POLICY FOR STUDENTS	**CODE**: **PED2018**
Scope of Application:	Students and Parent / Carer
Filing Instructions:	F:drive - F\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures
Related policies:	• The Salvation Army Internet and Email Use Policy • The Salvation Army Guidelines for Use of Computer in the Salvation Army • YOS Independent School Acceptable Use of ICT Services Policy • YOS Independent School Student Bullying Policy • YOS Independent School Positive Behaviour Management Policy • YOS Independent School Privacy Policy • YOS Independent School Restorative Justice Framework
Form Links	Student Internet and Email Agreement

Change record / revision history:

Version	Prepared/ reviewed by	Date reviewed	Current Version	Approved by	Authorised by	Review date
2.1	Helen Boardman	18/12/2018	No	Darren McGhee	Thomas Austin	December 2020
2.2	Helen Boardman	Amendments: 24/4/2020	Yes			December 2020

Purpose
The purpose of this policy is to manage the acceptable use of personal electronic devices by students at YOS Independent School.

Definitions

- **Personal electronic device** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students
- **Recording** – includes taking photos, videos and voice recordings

Policy Statement
YOS Independent School is committed to the fair and safe management of privately-owned student electronic devices so that the benefits of this technology can be enjoyed by students.

This policy applies to the management of all types of electronic devices, including mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices, as defined below.

This Policy applies, always, when students are on the school premises or participating in school activities, regardless of location.

YOS Independent School understand that personal devices can have a positive impact on learning and assist students in their concentration while working on tasks, i.e. listening to music.

YOS Independent School require students to display courtesy, consideration and respect for others whenever they are using an electronic device. The use of electronic devices must not disrupt others, the classroom routine, or the running of school.

Students are to ensure they have received permission from the teacher to bring in any personal devices other than their phone.

Students are responsible for their personal items. YOS Independent School will not take any responsibility if are lost, stolen or damaged. If another student is involved, YOS Independent School will manage the situation as appropriate. If phones are removed from students, they will be stored in a locked secure location.

The following section outlines the overarching YOS Independent School "acceptable use" of electronic devices. Site specific class procedures may change as required and determined by the campus staff. In some cases, phones may be required to be stored in a locked secure location during class time.

- Students are required to switch electronic devices off or on to silent mode, and put them out of sight during class, unless expressly permitted otherwise by school staff
    - In some cases, mobile phones may be used if given permission by the teacher while doing independent work. If the personal device starts to impact the level of work being completed by the student, the student will be asked to hand the device over to the teacher to be locked in a secure location
- Students given permission to utilise an electronic device for educational purposes must sign the Student Internet and Email Agreement.
- Students may only use electronic devices before and after school and during recess and lunch breaks, unless expressly permitted to do otherwise by school staff
- Students must not take electronic devices into exams, tests or other student assessments, unless expressly permitted by school staff. Any breaches will be dealt with under YOS Independent School's Positive Behaviour Management Policy and Restorative Justice Framework. Students given permission to utilise an electronic device during an exam, test or assessment at YOS Independent School must have signed the Student Internet and Email Agreement **prior** to commencing the exam, test or assessment.
- Students must not use electronic devices with a camera in any place where a camera would be considered inappropriate. This includes in change rooms and toilets or any situation which may cause embarrassment or discomfort to others.
- Students must not invade the privacy of other students or employees of the school by recording (either via photo, video or voice recording) personal conversations or activities without **prior** written permission. Any recordings must not be distributed (for example, posting it on a website) without **prior** written permission.
- Any such recording or distribution of material may only be taken or used after the consent of all relevant persons has been expressly and directly gained. Any such recording or distributing without permission will be subject to action under the Positive Behaviour Management Policy, Restorative Justice Framework and to potential police investigation.
- Students must not use an electronic device to bully other students or school employees. Any such behaviour will be subject to action under the YOS Independent School's Bullying Policy and to potential police investigation.
- Students are reminded that it is a criminal offence to use an electronic device to menace, harass or offend another person. This includes calls, text messages, instant messaging, social media use, and emails.
- Students should ensure that all electronic devices are appropriately named or otherwise identifiable by the student.
- Students should store electronic devices safely and securely. YOS Independent Schools accepts no responsibility for lost, stolen or damaged electronic devices whilst on school premises, at a school activity, or whilst travelling to and from school.
- Students should only give their phone number out to close friends and family.
- Any breaches of this Policy must be reported by students to their teacher.

Responsibilities

School Responsibilities

YOS Independent School acknowledges responsibility to:

- Develop and implement this policy to ensure that the use of electronic devices by students does not disrupt others, the classroom routine, or the running of school.
- Communicate this policy to students/parent/carer and employees.
- Keep appropriate student records that monitor and report any issues related to inappropriate electronic device use by students.
- Encourage students/parent/carer and employees to contribute to a healthy school culture.

Employee Responsibilities

YOS Independent School employees have a responsibility to:

- Uphold all school's policies.
- Take reasonable steps to prevent and respond appropriately to any instances of inappropriate use by students of electronic devices

Parent/Carer of Student Responsibilities

YOS Independent School student/parent/carer have a responsibility to:

- Read and understand, and ensure their child reads and understands this policy before the student brings his/her electronic devices to school.
- Contact only the YOS Independent School's front office in cases of emergency or for general reasons as first option.
    - This remains the most vital and appropriate point of contact. Contacting students directly on their electronic devices during an emergency may create greater risk for students.

Student Responsibilities

YOS Independent School students have a responsibility to:

- Uphold all school policies.
- Not engage in conduct prohibited by this policy or that otherwise disrupts others, the classroom routine or the running of school.
- Report any breaches of this policy to YOS Independent School employees.
- Ensure the safety of your belongings.
- If playing music through a phone, headphones must be worn, and volume needs to be of an acceptable level and not heard by others in the classroom.

Implementation

During induction, the Acceptable Use of Personal Electronic Devices Policy will be discussed with the student/parent/carer. Students are also to read and sign the Student Internet and Email Agreement at orientation, which outlines the student's responsibilities and obligations in accordance with this policy.

Signs will be placed in the classroom which outline student responsibilities and acceptable personal device use.

Classroom teachers can decide when and if phones may be used at times in class. If they become a distraction, 3 verbal warnings will be given. If the student does not abide by the set-out responsibilities and acceptable activities, or if the warnings are not adhered to,

removal of the phone will be required and possible further action taken based on the Restorative Justice Framework and Positive Behaviour Management Policy.

This Policy will be part of the employee/volunteer orientation process and revisited on review dates every two years.

The Internet and Email Agreement will encourage students to contribute to a healthy school culture and ensure that it is a healthy and respectful learning environment by reminding students of their responsibilities, through curriculum and by the using Restorative Justice Framework.

Compliance and Monitoring

YOS Independent School will collate and monitor reports of inappropriate use of ICT services through records relating to incidents and follow up conducted; including incident reports and these documents will be uploaded to SAMIS.

YOS Independent School will inform the community through the Annual General Report, which will include:

- Statistics of inappropriate use of ICT and the outcomes through Restorative Justice practices.
- Positive strategies implemented to prevent inappropriate use of ICT.