



## **ELECTRONIC DEVICES – SAFE AND ACCEPTABLE USE POLICY**

### **Rationale:**

John Fawkner College has established the following Safe and Acceptable Use Policy for communication technologies that provide teachers, students and parents with guidelines and instructions for the appropriate use during school hours. The Safe and Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities.

### **Safe and Acceptable Practices:**

Mobile phones and all electronic devices and accessories, including iPods and other music players, should be switched off and be out of sight **at all times during class**.

Parents are reminded that in cases of emergency, the General Office remains the vital and appropriate point of contact.

Electronic devices may be used in the classroom **IF** (and only if) a teacher **explicitly** gives students permission to do so, – as a tool to support and/or enhance curriculum programs. Teachers will then take responsibility for controlling appropriate use of those devices.

Mobile phones must not be used to make calls, send SMS messages, access Facebook or take photos or in any other application during class.

Students may use their devices **outside** of class time as long as they are being used **responsibly**.

**\*If a teacher or any other member of staff asks a student to remove their earphones, turn down their iPod or put it away the students must follow this direction.**

In-phone cameras are not to be used anywhere in the school grounds or on any school events such as camps or excursions unless authorised by a teacher and where active consent has been sought from all participants. Any photos or videos taken must not be posted on YouTube or social media (Facebook).

Mobile phones are not permitted in tests or exams.

Students must not use social media or mobile phones to engage in personal attacks, harassment of another student, to post private information about another person or to take or send photos or objectionable images.

\*Students using mobile phones to bully other students will face disciplinary action as sanctioned by the School.

*\*It should be noted that it is a criminal offence to use a mobile phone or any form of social media to menace, harass or offend another person. As such, if action as sanctioned by the School is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.*

\*The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or any other electronic devices. Their safety and security is wholly in the hands of the student.

**\*Phones and other electronic devices will be confiscated if breaches of this policy occur. They will be signed in and locked in a secure place. They may be collected, and signed out, from the office at the end of the day. Students who commit repeated offences will face disciplinary action as sanctioned by the school.**