



NATHALIA SECONDARY COLLEGE

PERSONAL ELECTRONIC DEVICE POLICY

Purpose

This policy has been designed to ensure that potential issues, resulting from inappropriate use of these items, can be clearly identified and addressed. This will ensure that the benefits that computers provide can continue to be enjoyed by our students from Years 7-12.

The policy also applies to students during school excursions and extracurricular activities.

Guidelines

Most students have personal electronic devices. Personal Electronic Devices (PEDs) will be defined by the Principal. Examples include mobile phones, iPads, gaming devices, watches etc. It is necessary, for school administrators, teachers, students and parents to take steps to ensure that PEDs are used responsibly, as per the DET guidelines.

Implementation

- All parents/carers and students will be provided with a copy of the policy and are expected to abide by it.
- Posters displayed in school advertising the policy in T3, 2019
- Facebook, newsletter and website will host a copy of the policy
- **PED to be stored in compartmentalised box with student's names, managed by homeroom teachers. (Homeroom's will include a team of teachers and ES staff).**
- **Students will be responsible for dropping and picking up their PEDs from homeroom tub.**
- **Students who attend school late or leave early will sign in/out of the office and responsible for submitting their phone in the office to be placed in correct homeroom tub.**
- **Homeroom tubs will be stored in office in safe/locked space.**
- **Phones will be returned to students at end of day in homeroom. Bell will ring at 3.18pm to allow for this.**

Acceptable Uses

- Students may use their PEDs before or after school (before 8.50am and after 3.20pm).
- If parents need to contact their child, they are reminded that in all cases, the school office remains the first point of contact.

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Unacceptable Uses

- Students are not to use PEDs during school times (8.50am - 3.20pm)

If a student has not handed phone in:

1. In the first instance a student will be asked to turn off their phone and give it to the staff member. This will be handed into the office where the student can collect at the end of the day.
2. In the second instance, the student will be asked to turn phone off and hand to staff member, the phone will be handed into the office and a parent will need to collect it.
3. In the third instance, the student will be asked to turn phone off and hand in, this will result in a parent meeting.
4. In the fourth instance, the student will be asked to turn phone off and hand in, this will result in the student being internally suspended for one day.

Refusal to hand over the phone:

1. In the first instance parent will be rung and let know of refusal to comply with policy. A discussion with parent re: phone not coming to school the next day.
2. In the second instance parent will be rung and interview on following day.
3. In the third instance this will result in the student being internally suspended
4. In the fourth instance suspension for non-compliance

It should be noted that it is a criminal offence to use a mobile device phone to menace, harass or offend another person/s. Should such incidents occur, the school will consider it appropriate to involve the police.

Theft or damage

- Students are required to be able to identify their PEDs.
- The school accepts no responsibility for replacing lost, stolen or damaged PEDs.

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